

8-WEEK MEDICAL OFFICE TRAINING

'DONNELLY' TRAINING PROGRAM FOR THE HEALTHCARE FIELD

This training made available through the 'DONNELLY' Grant.
Offered through Operation ABLE.*

Learn Intermediate & Advanced Microsoft Office Skills & Medical Office Training - in an **INSTRUCTOR-LED** virtual classroom environment through video conferencing.

8-WEEK COURSE WORK INCLUDES:

- Electronic Medical Records Fundamentals
 - Patient Registration, Appointment Scheduling & Co-payment / Coinsurance
- Medical Terminology & HIPAA Training
- Customer Service & MS Office Skills Training
- Intensive Job Search Training

This training is followed by a 6-week internship to further advance your new skills.



**This 8-week program is funded by a grant awarded by the State's Workforce Competitiveness Trust Fund, in memory of the late Senator Kenneth Donnelly.*

A screenshot of a 'Patient Information' form on a computer screen. The form includes fields for 'Branch', 'Applying For A' (with options for Learner Permit, ID Card, Renewal, Replacement), 'Your Personal' (Full Last Name, Full First Name, Date of birth, Nationality), and 'Identification Info' (Driver license?, Learner permit?, Non-driver ID?). There is also a section for 'Date of Expiration' and 'Type of License'. The 'OPERATION ABLE' logo is visible in the bottom left corner of the screenshot.

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NEW CLASS STARTS REMOTELY 4/16/24

**Register to Attend a FREE INFO
SESSION to Learn more**

<https://operationable.net/information-sessions>



Operation ABLE Headquarters: 98 North Washington St., Suite 200, Boston MA 02114
Minutes from North Station and TD Garden.

There are several funding options available. Inquire with ABLE staff. Eligibility requirements apply.