



## 12-WEEK MEDICAL OFFICE TRAINING

# TRAIN FOR THE HEALTH CARE FIELD with Medical Office TRAINING

Program Offered through OPERATION ABLE

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

### COURSE WORK INCLUDES:

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

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

## Next Class Starts 4/29/24 Visit **OperationABLE.net**

**FREE to most SNAP recipients and/or income eligible Boston residents.**

**To LEARN MORE, REGISTER to  
ATTEND a FREE, Tuesday Morning  
INFORMATION SESSION.**

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

### CONTACT:

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