



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 7/29/24 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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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. This institution is an equal opportunity provider.