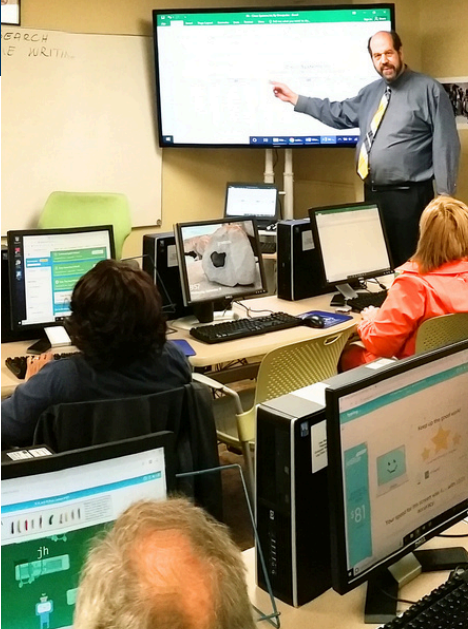




12-WEEK MEDICAL OFFICE TRAINING

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 10/28/24 Visit [OperationABLE.net](https://operationable.net)

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

CONTACT:

Program Manager for
Medical Office Training
Marilyn Piket
mpiket@operationable.net
[OperationABLE.net](https://operationable.net)

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

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



OPERATION ABLE
Creating
A PATH TO EMPLOYMENT



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

Operation ABLE is a proud member of the NH WORKS System, an American Job Center (AJC) Network and the MassHIRE system, an AJC Network. Operation ABLE is an equal opportunity employer/program. Auxiliary aids and services available upon request to people with disabilities. Relay NH711 and MA 711. See funding details in compliance with the Stevens Amendment at <https://operationable.net/scsep-stevens-amendment/>