

8-WEEK MEDICAL OFFICE TRAINING

TRAINING PROGRAM

This training made available through the 'xxxxxx' 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.



NEW CLASS STARTS REMOTELY C / /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.



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