

18-WEEK MEDICAL OFFICE TRAINING

COMMUNITY HEALTH CENTER TRAINING PROGRAM

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

18-WEEK COURSE WORK INCLUDES:

- Electronic Medical Records Fundamentals
 - Patient Registration, Appointment Scheduling & Co-payment / Coinsurance
- Medical Terminology & HIPAA Training
- MS Office Skills Training
- Customer Service
- Required on-Site Internship at a Community Health Center
- Intensive Job Search Training

NEW CLASS STARTS REMOTELY 7/28/25

**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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