Medical Back Office:
This course is designed to meet for 360 hours of instruction and will provide students with the necessary entry-level skills required for employment in doctor’s offices and clinics. Medical Assistants help physicians by doing tasks to assist in the treatment and examination of patients. They provide for the efficient operation of a doctor’s office. After completing the medical assisting core curriculum, students are placed in non-paid clinical internships to practice and improve their skills. Pre-requisite course: Medical Terminology.

Course Fee: $3,500.00

Medical Front Office Course:
This course includes fundamental training for Administrative Medical Assistants including the use of medical scheduling software, customer service training, the essentials of medical insurance billing and coding and medical records management. Students must complete Medical Terminology prior to entering the program and will receive fundamentals of Anatomy and Physiology once they are in the program. Students will also receive instruction in basic computer use and programs.

Deposit: $850.00

Total $4,350.00

CPR/AED Certification
The Healthcare Provider Course is designed to provide a wide variety of healthcare professionals the ability to recognize several life-threatening emergencies, provide CPR, use an AED, and relieve choking in a safe, timely and effective manner. The course is intended for certified or non-certified, licensed or non-licensed healthcare professionals. After completing the certification, students can be placed in non-paid clinical internships to practice and improve their skills. This fee is due 2 weeks before the CPR training is held.

Certification Fee $75.00