

MEDICAL ADMINISTRATIVE ASSISTANT PROGRAM

Your Path to Purpose
BEGINS HERE

CENTRAL COAST
COLLEGE
a Legacy Education Institution



Medical Administrative Assistant Courses Include:

- Microsoft Office
- Medical Terminology and Anatomy
- Business Communications
- Computerized Medical Management
- Medical Records

Why CCC?

Central Coast College provides hands-on, comprehensive training that prepares you for a career in a broad scope of opportunities to give you better job options in the future. We offer day and night classes so that you can complete your program around your lifestyle. The CCC staff is qualified and caring with a focus on helping you to succeed providing real tools to thrive in your next work environment. Central Coast College provides job placement assistance. The college makes no claims guaranteeing employment upon graduation. Federal Financial Aid may be available, to those who qualify.

Let's Get Started
Call CCC Today
(831) 424-6767

www.CentralCoastCollege.edu

If you want to get solid training in Microsoft Office® programs and medical billing and coding in order to learn the administrative aspects of supporting a medical team, Medical Administrative Assistant (MAA) is a great place to get trained. The MAA program at Central Coast College (CCC) takes less than a year to complete. CCC ensures our students can enter the job market successfully with a program involving medical, office and computer skills.

Total Program Length: 48 Weeks

Total Classroom Hours: 680 Hours (284 Lecture + 256 Lab + 140 Externship)

Career Highlights & Opportunity

As a Medical Administrative Assistant, you will be a support team member, completing administrative and clinical tasks in the offices of physicians, podiatrists, chiropractors, and other health practitioners. Medical Administrative Assistants are an essential part to any medical office because they manage patient records, aid in coding insurance forms, prepare and process insurance claims, and handle the day-to-day functions of a medical office.

The U.S. Bureau of Labor Statistics projects healthcare occupation growth at 15% from 2019 to 2029, much faster than the average for all occupations, adding about 2.4 million new jobs. This growth will be driven by rapid expansion of the healthcare and social assistance industries. An anticipated increase in the use of medical services by an aging population will require many additional medical administrative assistants. Medical administrative opportunities should be best for applicants with extensive knowledge of computer software applications. Medical Administrative Assistants can be found working in doctors' offices, hospitals, outpatient clinics, and almost every other medical facility.

Accreditation & Approval

Central Coast College is accredited by the Accrediting Council for Continuing Education & Training (ACCET) - A Partnership for Quality® ACCET is listed by the U.S. Department of Education as a nationally recognized accrediting agency. Our institution is also licensed by the Bureau for Private Postsecondary Education (BPPE). Licensed to operate means the institution is in compliance with the state standards as set forth in the California Private Postsecondary Education Act of 2009, Ed. Code §94897.

ACCET

BPPE
Bureau for Private Postsecondary Education