

Administrative Medical Assistant

Castro Valley Adult and Career Education

*Enhance your career with medical administrative skills.
Work confidently in a medical, clinical or healthcare environment.*



STUDENTS WILL LEARN:

- Duties of the medical front office assistant
- Legal and ethical responsibilities
- Confidentiality and HIPAA Regulations
- Handling medical records, fees and credit collections
- OSHA Guidelines
- Health insurance systems
- Telephone procedures
- Appointment management
- Customer Service ... AND MORE!

A competency based certificate is awarded upon successful completion.



**Wednesdays,
September 21 - January 25
8:30 am - 12:30 pm
\$179.00 + textbook/workbook**



REGISTER:

**ON-LINE · BY PHONE · IN PERSON
WWW.CVADULT.ORG · (510) 886-1000
CASTRO VALLEY ADULT AND CAREER EDUCATION
4430 ALMA AVENUE, CASTRO VALLEY**