

NCCT Test Preparation for Medical Office Assistant

Castro Valley Adult and Career Education

*NCCT Certification is a mark of excellence
to advance your career nationwide.*



STUDENTS WILL REVIEW:

- Basic medical insurance concepts geared to national certification exam
- Basic medical terminology and abbreviations
- Medical ethics and laws
- HIPAA and OSHA compliance regulations
- Medical front office procedures
- Professional skills needed for Medical Front Office Assistant



Thursday, December 2, 2010

8:45 am - 2:45 pm

\$35.00 (materials included)

REGISTER:

ON-LINE · BY PHONE · IN PERSON

WWW.CVADULT.ORG · (510) 886-1000

CASTRO VALLEY ADULT AND CAREER EDUCATION

4430 ALMA AVENUE, CASTRO VALLEY

Great Students - Great Staff - Great Expectations!