ALAMO COLLEGES DISTRICT
Continuing Education

CAREER TRAINING

READY TO WORK!™
APPROVED TRAINING PROVIDER

SHORT TERM. LET'S GET TO WORK.
HIGH DEMAND.

REGISTER NOW

EASTSIDE EDUCATION & TRAINING CENTER

Alamo Colleges District Eastside Education & Training Center | 4551 Dietrich Rd, San Antonio, TX 78219

Medical Front Office

This program/course prepares for the Certified Medical Administrative Assistant (CMAA) certification. Medical Front Office workers are a vital part of today's medical offices as they influence the first impression of the medical office. They perform a variety of duties, including greeting and scheduling patients and visitors, bookkeeping, calling patients to remind them of appointments, handling billing, answering and routing calls, making transactions, and keeping paperwork organized.

Schedule:
June 10, 2024 - Nov 13, 2024
MTW
6pm-9pm
hybrid

Time Commitment:
195 Contact Hrs
9 hrs/wk
5 months

Certification:
Certified Medical Administrative Assistant (CMAA)

Financial Aid:
Ready to Work
TPEG
WIOA
Payment plans

In San Antonio-New Braunfels TX , workers earn
$37,110
average

Expected to grow rapidly & projected to have large numbers of job openings.
High
demand

Highlights

- Program qualifies for grant funding
- (Hybrid) online and hands-on training
- Textbooks, e-book & online tools included
- Exam voucher included
- On-site Certification Testing

Eastside Education & Training Center
Phone: 210-485-0848
dst-eetc@alamo.edu
https://www.alamo.edu/eetc

VISIT EMAIL CALL