



Medical Administrative Assistant

Training & Certification Program



Start when you want & get certified within 8 weeks!

COURSE OVERVIEW

A medical administrative assistant (medical secretary) performs administrative functions in the healthcare industry. This eight-week course through National Healthcareer Association provides the foundational skills needed to become a Certified Medical Administrative Assistant.



REQUIREMENTS

- Completion of scholarship packet and interview
- NRS Level 4+ in Reading (determined by TABE testing)
- 12 hours of attendance in Adult Education (completed during enrollment process)



INDIANA JOB RANKING

Medical Administrative Assistant; Medical Secretary



Projected Employment

23.18% increase
(2016-2026)

Indiana Average Salary

\$ 33,170