

Medical Office Administrative Assistant **Evening Classes** at **Area 31 Career Center** for the Fall Semester August 17(Orientation 6-9PM) & August 21 through December 21, 2023

Program Partners: Area 31 Career Center and IU Health

Program Schedule: Monday, Tuesday, Thursday; 6:00PM—9:00PM

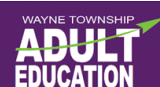
Instructional Hours: 126 hours

Program Overview: The WTAE-Career Training MOAA Program trains students to assist in a medical office environment. The program gives students foundational knowledge in financial practices, understanding the basics of medical billing, and coding processes, the fundamentals of medical terminology, HIPAA and ethical best practices. Students master multitasking as it relates to scheduling appointments, processing insurance requests, maintaining records, and corresponding with patients. It prepares students for modern technology-centered healthcare systems, with training in the use of Electronic Health Records (EHR) systems. Students have the opportunity to complete a 24-hour clinical experience during the class. Employment assistance is available to students.

Certifications: NHA Certified Medical Admin Assistant (CMAA), WIN Essential Soft Skills, OSHA-10 Healthcare and CPR Basic Life Support Certification

Program Requirements:

1. High School Diploma or High School Equivalency (GED/HSE)
2. Criminal Background Check
3. Drug Screening (9-Panel)
4. Immunization Record
5. Covid-19 Shot Series
6. Physician Health Statement
7. Authorization to work in the US



Medical Office Administrative Assistant training will be provided a 24-hour clinical experience to be completed during the class.

Week	Monday	Tuesday	Thursday
1	August 21	August 22	August 24
2	August 28	August 29	August 31
3	September 4 (No Class)	September 5	September 7
4	September 11	September 12	September 14
5	September 18	September 19	September 21
6	September 25	September 26	September 28
7	October 2	October 3	October 5
October 9 through October 20—Fall Break (No Classes)			
8	October 23	October 24	October 26
9	October 30	October 31	November 2
10	November 6	November 7	November 9
11	November 13 Employment Services	November 14	November 16
12	November 20	November 21	November 23 (No Class)
13	November 27	November 28	November 30
14	December 4	December 5	December 7
15	December 11 Certification Week	December 12 Certification Week	December 14 Certification Week
16	December 18 Employment Services	December 19 Employment Services	December 21 Employment Services

SELECTION PROCESS

1. Go to adulted.info/career, download and print the **class schedule**, and click "Start Here."
2. Read **everything carefully** before choosing "Click Here to Get Started!"
3. **Create** a Wayne Township Portal Login with your email and a password.
4. **Complete ALL** required steps in the 2023-24 Career Training Scholarship Portal, which includes watching videos and uploading documents.
5. **Schedule** in-person TABE testing in reading, math, and language.
6. **Complete** TABE testing 3 hours
7. **Attend** a 30-minute virtual interview.

At the conclusion of interviewing and testing, the selection committee will review all candidate files.

Competitive selections will be made for awarding of scholarships.

Candidates will be notified of scholarship status by email no later than August 10, 2023.

Updated 6/15/2023