

Medical Office Administrative Assistant **Evening Classes** at **Area 31 Career Center** for the Spring Semester 2024 January 24 (Orientation 6-9PM) & January 29 through May 30, 2024

Program Partners: Area 31 Career Center and IU Health

Program Schedule: Monday, Tuesday, and Thursday; 6:00PM—9:30PM

Instructional Hours: 140 hours

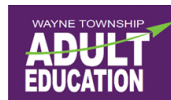
Program Overview: The WTAE-Career Training MOAA Program trains students to assist in a medical office environment. The program gives students foundational knowledge in financial practices, understanding the basics of medical billing, and coding processes, the fundamentals of medical terminology, HIPAA 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.

Mandatory Clinical Experiences Weeks 10-12.

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. Indiana Identification (driver's license / state ID)
3. Authorization to work in the US
4. Criminal Background Check
5. Drug Screening (9-Panel)
6. Immunization Record
7. Physician Health Statement



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

Week	Monday 6:00PM - 9:30PM	Tuesday 6:00PM - 9:30PM	Thursday 6:00PM - 9:30PM
1	January 29	January 30	February 1
2	February 5	February 6	February 8
3	February 12	February 13	February 15
4	February 19 (No Class)	February 20	February 22
5	February 26	February 27	February 29
6	March 4	March 5	March 7
7	March 11	March 12	March 14
	March 18 through March 29—Spring Break (No Classes)		
8	April 1	April 2	April 4
9	April 8	April 9	April 11
10	April 15	April 16	April 18
11	April 22	April 23	April 25
12	April 29	May 2	May 4
13	May 6	May 7	May 9
14	May 13	May 15	May 16
15	May 20 Certification Week	May 21 Certification Week	May 23 Certification Week
16	May 27 (No School)	May 28 Employment Services	May 30 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 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 January 12, 2024.

Updated 1/17/2024