

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



REGISTER NOW

SOUTHSIDE EDUCATION & TRAINING CENTER

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:
January 27 - July 8
Monday - Wednesday
9am-12pm

Time Commitment:
195 Contact Hrs
9 hrs/wk
6 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

Southside Education & Training Center

Phone: 210-485-0677

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<https://www.alamo.edu/setc>



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