

# Certified Medical Administrative Assistant

## Allied Health

*Must be 18 years of age to enroll*

As a Certified Medical Administrative Assistant, (also called a Medical Office Secretary), you'll keep healthcare offices running efficiently and effectively, by mastering the administrative skills needed for today's healthcare environments.

This is a highly-rewarding profession – both monetarily and in terms of personal satisfaction. As the first to greet and help patients, Medical Administrative Assistants often help set the stage for a patient's experience.

***It is also a great starting point*** if you are not quite ready for the Medical Assistant (MA) certification program. If your future leads you to desire a career with more patient contact, you may decide to enroll in the MA certification program (*eligibility requirements and additional tuition apply*). By becoming a certified MA, you can gain additional credentials for a patient-contact position currently in high-demand in the healthcare industry.

Office simulations will be held in our on-campus lab and there will also be online content. No outside externships are required!

### Tuition includes

- Textbook and study guide
- All lab/simulation supplies
- Background check
- Certificate of completion
- One attempt at the certification exam (offered through National Healthcareer Association (NHA))
- Lapel pin after successful certification



### Requirements

- Successfully pass a background check.
- National Career Readiness Certificate (NCRC) testing and copy of results upon registration. The NCRC is offered at no charge, by registering at the Missouri Job/Career Center. These results will not keep you out of the class, but are required for accreditation purposes.
- Copy of GED, HiSET or HS Diploma (or copy of HS transcript).
- Valid photo ID upon registration.
- Internet access.
- Other requirements found on our website.

### Registration

Check <http://workforce.otc.edu/healthcare/> for current schedule and campus locations

No refund for any reason after registration, unless class is canceled by the college. Classes are not eligible for Federal Student Loans, Pell or FAFSA.

Call (417) 447-8888 for additional information  
No Healthcare experience required!

CENTER FOR  
WORKFORCE DEVELOPMENT  
OZARKS TECHNICAL COMMUNITY COLLEGE