

THIS IS YOUR WHY

“ I want to work in health care to help people get back to leading their best lives. ”

THIS IS YOUR
HOW

**Administrative Medical
Office Assistant**

Lakeland
COMMUNITY COLLEGE
HEALTH INFORMATION
MANAGEMENT TECHNOLOGY



Work in a medical office!

Medical office assistants are allied health professionals who are responsible for various medical office administrative tasks beginning with initial patient contact through final payment.

Administrative medical office professionals:

- » Schedule patients
- » Communicate with health care professionals, patients and third-party payers to answer questions, disseminate or explain information, take orders and address complaints.
- » Handle medical records
- » Financial management
- » Compose correspondence such as reports, forms and presentation materials
- » Operate office machines such as photocopiers, scanners, voicemail systems and personal computers
- » Answer telephones, direct calls, take messages, and more.

How long does it take to complete this program and be job-ready?

- » 21 credits (2 semesters)
- » Program starts each fall

Students who earn the administrative medical office assistant certificate have the option to continue their education to become a medical assistant.



Credential

Although certification is not required as a medical office assistant, many employers value educational training through an accredited institution.

How to Start

Contact the program director for details to start in the next session.

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Curriculum



Apply to Lakeland

lakelandcc.edu/apply

Visit campus

lakelandcc.edu/visit

Financial Aid

lakelandcc.edu/financialaid

Quality Education

Professors at Lakeland are experts in their fields with real-world experience. Lakeland prepares you for a high-demand career or for transfer to a four-year college or university.

Affordable Tuition

Lakeland's tuition is about one-third the cost of most four-year schools. Many students are eligible to receive some form of financial assistance.

Convenience

Lakeland offers convenient day, evening, weekend and online courses.

Focus on Students

Lakeland offers a variety of student services to help you succeed, such as counseling, tutoring, computer labs, careers services, free parking and affordable child care.

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