Do you want the essential role of keeping the daily operations of a medical office running smoothly? In just 20 weeks, you can earn your Medical Administrative Assistant certificate and take on the exciting challenges of a career in healthcare.

Program Breakdown

**Phase 1 (Week 1-10):** Core competency skills in healthcare
- Microsoft Office
- Legal Principles for Medical Office
- Medical Terminology & Body Systems

**Phase 2 (Week 11-20):** Hands-on training in healthcare, including medical procedures, insurance and medical billing
- Medical Billing & Coding
- Working for Business Success
- Medical Terminology II
- HIPAA
- Introduction to Insurance
- Medical Office Procedures

Summit Academy healthcare graduates can earn an average starting wage of $18-26/hour.

* Source: DEED Minnesota Department of Human Services, As of July 27, 2018

“Before Summit, no one really believed I could amount to anything special. But now I not only have a good job that I feel proud of, but for the first time I feel like I can provide for my family the way I always wanted to.”

- Alisha, MAA Graduate

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Learn more at www.saoic.org/admissions-gettingstarted/