



MEDICAL ADMINISTRATIVE ASSISTANT

20-Week Job Training Program



SUMMIT
ACADEMY OIC

Are you ready to train for an essential role in 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 the healthcare industry.

Program Breakdown

Phase I (Week 1-10):

Core competency skills in healthcare

- Microsoft Office
- Legal Principles for Medical Office
- Medical Terminology & Body Systems

Phase II (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

No Payments or Loans Required!

"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, Medical Administrative Assistant program graduate

Summit Academy OIC

Main Campus:

935 Olson Memorial Hwy,
Minneapolis, MN 55405

www.summitworks.org | 612-377-0150

Extension Campus - North Star Innovation Center:

1256 Penn Ave. N., Suite 4000,
Minneapolis, MN 55411

Summit Academy graduates in medical administrative assistant industry jobs can earn an average starting wage of up to \$21.19/hr.

* Source: MN Department of Employment and Economic Development - Q1 2020, Glassdoor Minnesota Salary - 2020

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1-Hour Information Session every Wednesday at 10 a.m.