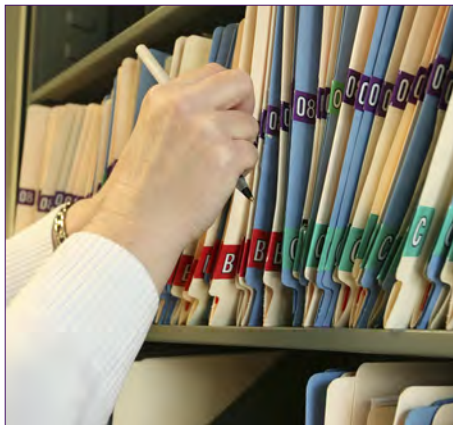


MEDICAL ADMINISTRATIVE ASSISTANT



Medical administrative assistants play an important role in the efficient delivery of healthcare services. The Medical Administrative Assistant program at Prairie State College (PSC) introduces students to a variety of responsibilities such as organizational skills, industry-relevant knowledge, and technology to efficiently manage the front office of a healthcare service provider.

Some of the responsibilities include updating and filing patient medical records, completing insurance forms, and making arrangements for hospital and laboratory services. Additional tasks include answering telephones, greeting patients, handling correspondence, scheduling appointments, billing, and bookkeeping.



ABOUT THE CURRICULUM

Students enrolled in the Medical Administrative Assistant program will take the following courses:

Medical Administrative Assistant

Medical Terminology

Medical Administrative Assistant

Microsoft Office (Office 2010)

Keyboarding

Computerized Medical Billing

Spanish I

GSMED 017

GSMED 097

GSVS 089

GSVS 091

GSMED 040

PILAN 047

JOB OUTLOOK

According to the U.S. Bureau of Labor Statistics (BLS), the employment of medical administrative assistance is projected to grow much faster than the average occupation, with an expected 27% increase through 2018. The BLS suggests that this expansion in medical administrative assistant jobs will stem from overall growth in the healthcare industry.

Refer to the current course schedule for course dates and times or visit prairiestate.edu/ced.

USE INSTANT ENROLLMENT

Register and pay for continuing education courses through Instant Enrollment on WebAdvisor.

To register, go to prairiestate.edu and select How to Register for Non-Credit Courses from the A-Z index.

HOW TO REGISTER

Step 1. Review and choose classes

Review and choose classes from the non-credit class schedule online at prairiestate.edu, or request a copy by calling (708) 709-3750.

Step 2. Register

1. Register online through WebAdvisor by following the Instant Enrollment instructions.

- If you have a WebAdvisor username and password, please log in before registering.
- If you are a new student, you will need to fill out the Personal Identification screen to create an account. Your username and password will be emailed to you upon registration.

2. Register in person at Enrollment Services on the main campus or at the Matteson Area Center on weekdays. (Please note that only credit and debit card payments are accepted at the Matteson Area Center).

3. Register by phone by calling (708) 709-3516 or (708) 709-3750. Please have your credit or debit card information ready.

4. Register by mail by completing the registration form at the back of the non-credit schedule. Send payment with completed registration form to Prairie State College, Office of Enrollment Services, 202 South Halsted Street, Chicago Heights, IL 60411. Checks should be made payable to Prairie State College. Driver's license number and phone number must be included on check.

Step 3. Payment

Pay tuition and fees. Payment is due in full at time of registration. Paying by cash or check, Visa, MasterCard, or Discover? Visit the Business Office to pay tuition. Note: Make checks payable to Prairie State College. Driver's license or State ID and a phone number is required for all checks. Prefer to pay at the Matteson Area Center? Only credit and debit cards are accepted for payment there.

REFUNDS

If you register for a non-credit class, but are unable to attend, you must come to the Matteson Area Center and complete a drop form. No refunds will be issued unless requested at least 48 business hours before the first class meeting.

WIA APPROVED COURSE

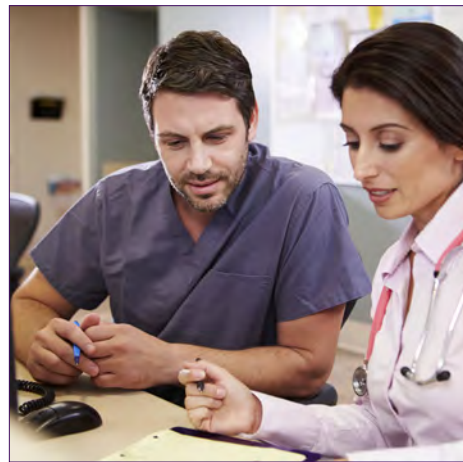
The Workforce Investment Act (WIA) has helped many individuals obtain new job skills and training to make them more employable. If you meet the eligibility requirements and funding is available, WIA may help pay for your tuition, books, and other fees associated with college courses. The Medical Administrative Assistant Program is approved for WIA funding for eligible individuals. For more information on WIA, call (708) 709-7975.

FOR MORE INFORMATION

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Comm 7/14