

BEGIN YOUR CAREER IN HEALTHCARE TODAY!

Train to become a Certified Medical Administrative Assistant (CMAA)

Boys & Girls Clubs of Greater Milwaukee's Brighter Futures program in partnership with Herzing University is proud to offer a Certified Medical Administrative Assistant training program for high school students. This is a 16-week program that is held 100% online.

Upon completion of the program, CMAA students may begin a career as a Patient Access Representative, Clinic Secretary, Clinic Service Representative, Medical Office Assistant, Medical Records Clerk, or a Patient Coordinator or Scheduler.

Participants in the CMAA Training Program will gain skills in the following areas:

- Customer Service
- Medical terminology and basic healthcare knowledge
- Data entry and accurate keyboarding
- Situation adaptability and de-escalation
- Basic insurance billing
- Review of patient information
- Interpersonal communication and interaction with patients and families
- Decision making and problem solving
- Scheduling
- EMR training - managing medical records
- HIPPA training
- Front desk service and patient intake

Program Details:

- Students will attend class online for 16 weeks
 - 4 courses will be completed with targeted skills outcomes
 - > 2 courses will be taken during each 8-week term
- 6 college credits will be earned
 - Courses are 1-3 credits
 - > Approximately 4-5 hours of schoolwork per credit hour
- There is no cost for this program, tuition and supplies will be provided
- Classes begin every 6 weeks.

Upon completion of the program, students will earn the opportunity to test for Certified Medical Administrative Assistant (CMAA) credential.

To learn more and to register, call 414-510-4321 or email TeenOutreachAndRecruitmentManagers@bgcmilwaukee.org.



BOYS & GIRLS CLUBS
OF GREATER MILWAUKEE



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