Choose Your Career Field
Find the career path that is right for you! Use our unique Career Profile worksheet to choose an education option, and learn how our training can prepare you for an exciting new future.

Options for Financing Your Education
We offer a range of education financing options, and our student finance planners can help you find a manageable way to finance your career training.

A Unique Learning Environment
Once you choose a career path, learn with our real-world training programs. With hands-on instruction, you practice what you learn. Ask questions in small work teams and get help from instructors who make education interesting.

Career Placement Assistance
Our Career Services team can help you prepare resumés, write cover letters, learn effective interviewing techniques, and find career opportunities in your chosen field after graduation.

How to Get Started
Call us today at 866-463-4996 to visit the campus nearest you. We look forward to helping you change your life.

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Medical Administrative Assistant

**Program Information**

Get involved in an expanding industry! Our program provides you with a comprehensive overview of the administrative and clinical tasks needed to succeed in the health care field. It emphasizes the technical skills required for a computerized medical practice environment, basic coding with CPT and ICD-9 codes, and preparing and processing insurance claims.

**Program at a Glance**

Our program provides instruction in the following essential areas:

- Accounting and Bookkeeping Procedures
- Basic Dental Front Office Procedures
- Dictation and Transcription Procedures
- General Office Management
- Health Insurance Claims Processing
- Human Anatomy
- Medical Records Documentation
- Medical Records Management
- Medical Terminology
- OSHA Regulations and Universal Precautions
- Patient Reception Techniques
- Vital Signs and CPR

Specific program content may vary by campus, credential and course electives. For complete program details, please refer to campus catalog.

**What Are the Career Opportunities?**

Graduates of this program may find entry-level career opportunities in the following areas:

- Assisted Living Facilities
- Doctors’ Offices
- Health Care Clinics
- Hospitals
- Medical Records Services
- Medical Supply Companies
- Wholesale Pharmaceutical Companies

**What’s the Career Demand?**

Employment of secretaries and administrative assistants is expected to increase by 11 percent, which is about as fast as the average for all occupations, between 2008 and 2018. Above average employment growth in the health care and social assistance industry should lead to much faster than the average growth for medical secretaries.


Your local market data likely differs from these federal statistics.

Your own hard work, professionalism, experience, work attitude, local market and other factors will impact your personal employment opportunities and pay.

Call us today at 866-463-4996