



START HERE FOR A GREAT CAREER

High Desert
Medical College
a Legacy Education Institution

*Hands-On Career Training
for the Real World*

MEDICAL ADMINISTRATIVE ASSISTING DIPLOMA PROGRAM

If you want to get solid training in Microsoft Office® programs and learn the administrative aspects of supporting a medical team, Medical Administrative Assisting (MAA) is a great place to begin. The MAA program at High Desert Medical College takes just a few months to complete. HDMC ensures our students can enter the job market successfully with a program involving medical, office and computer skills.

Total Weeks in Program: 15 Weeks

Semester Credit Hours: 24.27 | Total Clock Hours: 560

Career Highlights & Opportunity

As a Medical Administrative Assistant, you will be a support team member, completing administrative and clinical tasks in the offices of physicians, podiatrists, chiropractors, and other health practitioners. Medical Administrative Assistants are an essential part to any medical office because they manage patient records, aid in coding insurance forms, prepare and process insurance claims, and handle the day-to-day functions of a medical office.

The U.S. Bureau of Labor Statistics ranks Medical Administrative Assistants as one of the fastest growing occupations with a projected employment growth of more than 29% between 2016 and 2026. This growth will be driven by rapid expansion of the healthcare and social assistance industries. An anticipated increase in the use of medical services by an aging population will require many additional medical administrative assistants. Job opportunities should be best for applicants with extensive knowledge of computer software applications. Medical Administrative Assistants can be found working in doctors' offices, hospitals, outpatient clinics, and almost every other medical facility.

Accreditation & Approval

Accreditation and approval guarantees students, faculty and the public that the programs at HDMC meet objective and rigorous third-party standards of educational practices. Our institution is also Accredited by ACCET (Accrediting Council for Continuing Education and Training) and Licensed by BPPE (Bureau for Private Postsecondary Education).

Medical Administration Assisting Program Courses Include:

- ➔ Microsoft Office® Programs
- ➔ Accounting Principles
- ➔ Medical Terminology
- ➔ Medical & Law Ethics

Why HDMC?

High Desert Medical College provides hands-on, comprehensive training that prepares you for a career in a broad scope of opportunities to give you better job options in the future. We offer day and night classes so that you can complete your program around your lifestyle. HDMC staff is qualified and caring with a focus on helping you to succeed providing real tools to thrive in your next work environment. High Desert Medical College provides job placement assistance to all qualified graduates. The college makes no claims guaranteeing employment upon graduation. Federal Financial Aid may be available to those who qualify.

www.HDMC.edu
888-633-4362