

# MEDICAL ADMINISTRATIVE ASSISTING CERTIFICATE PROGRAM



*Your path* TO PURPOSE  
*can begin here*



## 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.

**888-633-4362**  
[www.HDMC.edu](http://www.HDMC.edu)

**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.

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**Total Weeks in Program:** 15 Weeks

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**Semester Credit Hours:** 23.5 Hours

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**Total Clock Hours:** 560 (classroom: 480 | Externship: 80)

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## 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.

## Accreditation & Approval

High Desert Medical College is accredited by the Accrediting Council for Continuing Education & Training (ACCET) – A Partnership for Quality® ACCET is listed by the U.S. Department of Education as a nationally recognized accrediting agency. Our institution is also licensed by the Bureau for Private Postsecondary Education (BPPE). Licensed to operate means the institution is in compliance with the state standards as set forth in the California Private Postsecondary Education Act of 2009, Ed. Code §94897.

