

Medical Assistant Training



The Medical Assistant certificate program prepares students for a career as a medical assistant. Skills sets gained are medical assisting, clinical skills, clerical and administrative procedures including reception and scheduling, medical terminology, electronic charting, clinical testing, basic pharmacology, HIPAA training, first aid, and CPR certification.

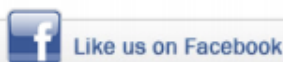
Please call to discuss financial options:

RIC Outreach Programs are available to qualified students in need of training and employment, including clients of the Rhode Island Department of Labor and Training (DLT), the Department of Human Services Family Independence Program (DHS), and the Office of Rehabilitative Services (ORS). Other potential funding sources may apply. Workforce and Innovation Opportunity Act funded training may be provided only to individuals who qualify for the program, and only if funds are available.

Call or email today—classes starting!

Outreach Programs at Rhode Island College (401)456-8698

Email: outreachprograms@ric.edu
Building 8 · East Campus
600 Mt. Pleasant Ave.
Providence, RI 02908
On the Web: www.ricoutreachprograms.org



Comprehensive Training in:

- Medical Terminology
- Basic Anatomy and Physiology
- Basic Pharmacology
- Clinical procedures and skills
- Healthcare Law and Ethics; HIPAA
- CPR certification
- Customer Service
- Communication Skills
- Medical Math
- Computer Skills: Microsoft Office, Electronic Health Records
- Professional development: resumes, cover letters, job searching and practice interviews
- Independent Learning Plans
- Individual counseling with a case manager

Program Schedule:

Monday-Friday, 9am - 3pm

Includes 720 training hours (30hrs/week for 24 weeks) and 120 hour minimum internship

Who is eligible?

- Applicants 18 years or older, who have a high school diploma or equivalent
- Unemployed, underemployed, and dislocated workers
- Students who are motivated to learn new skills and secure employment

All course materials included with tuition.