

# MEDICAL OFFICE ASSISTANT

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## Program Description

This program prepares individuals to perform routine clinical and administrative functions in healthcare facilities, primarily medical clinics or physician's offices. Students who successfully complete this program will be able to perform the administrative tasks of a medical receptionist and work in clinical areas by providing assistance with physical examinations, diagnostic tests, and treatment procedures. All students who successfully complete the program are eligible to take the national certification examination offered by the American Medical Technologists, a national certifying agency, to become a Registered Medical Assistant.

Students admitted to the Medical Office Assistant program must undergo a background check, submit proof of immunizations, and obtain professional liability insurance.

## Contact Information

CMU Tech

Office of Student Services, Kayenta Hall 102

2508 Blichmann Avenue

970.255.2670

## Programs of Study

### Associates

- Medical Office Assistant (AAS)

### Certificates

- Medical Office Assistant (Technical Certificate)