

**SHORT TERM. LET'S GET TO WORK.  
HIGH DEMAND.**



**REGISTER NOW**

**SOUTHSIDE EDUCATION & TRAINING CENTER**

## Medical Front Office


This program/course prepares for the Certified Medical Administrative Assistant (CMAA) certification.

Medical Front Office workers are a vital part of today's medical offices as they influence the first impression of the medical office. They perform a variety of duties, including greeting and scheduling patients and visitors, bookkeeping, calling patients to remind them of appointments, handling billing, answering and routing calls, making transactions, and keeping paperwork organized.

**Schedule:**  
October 7th - April 9th  
Monday - Wednesday  
6pm-9pm

**Time Commitment:**  
195 Contact Hrs  
9 hrs/wk  
6-7 months

**Certification:**  
Certified Medical  
Administrative Assistant  
(CMAA)

**Financial Aid:**  
Ready to Work   
TPEG  
WIOA  
Payment plans

In San Antonio-  
New Braunfels TX ,  
workers earn

**\$37,110**  
average

Expected to grow  
rapidly & projected to  
have large numbers of  
job openings.

**High**  
demand

### Highlights

- Program qualifies for grant funding
- (Hybrid) online and hands-on training
- Textbooks, e-book & online tools included
- Exam voucher included
- On-site Certification Testing

**Southside Education & Training Center**

Phone: 210-485-0677

[dst-setc@alamo.edu](mailto:dst-setc@alamo.edu)

<https://www.alamo.edu/setc>



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