

Career Spotlight

The Connecticut Department of Labor (CTDOL) reports the statewide average annual income for a medical secretary or administrative assistant is \$41,067 and the entry level hourly rate is \$15.13. Employment in this occupation is expected to grow faster than average, and the number of annual openings will offer excellent job opportunities. The CTDOL projects an average of 102 annual job openings through 2024.

Employers are looking for candidates with these critical skills:

- Speaking and listening
- Service orientation
- Reading comprehension
- Writing skills
- Social perceptiveness
- Computer skills
- Customer service
- Knowledge of medical terminology



Continuing Notice of Nondiscrimination: Naugatuck Valley Community College does not discriminate on the basis of race, color, religious creed, age, sex, national origin, marital status, ancestry, disability, including but not limited to present or past history of mental disability, learning disability or physical disability, sexual orientation, gender identity or expression or genetic information in treatment or employment at the College, in admission or access to the College, or in any other aspect of its programs and activities. In addition, the College does not discriminate in employment on the additional basis of veteran status or criminal record. The College is required by Title VI of the Civil Rights Act of 1964 (Title VI), Section 504 of the Rehabilitation Act of 1973 (Section 504), Title II of the Americans with Disabilities Act of 1990 (Title II), Title IX of the Education Amendments of 1972 (Title IX), the Age Discrimination Act of 1975 (Age Act), and their respective implementing regulations at 28 C.F.R. Part 35 and 34 C.F.R. Parts 100, 104, 106 and 110, not to discriminate on the basis of race, color, or national origin (Title VI); disability (Section 504/Title II); sex (Title IX); or age (Age Act). Inquiries concerning the application of each of the aforementioned statutes and their implementing regulations to the College may be referred to the applicable College Coordinators: Kimberly Carolina, CSCU Manager of Equal Employment Opportunity, kcarolina@commnet.edu; Dr. John Paul Chaisson-Cardenas, VP of Diversity, Equity & Inclusion, CT State Title IX Coordinator, 860-612-7056, jchaisson-cardenas@commnet.edu; Sarah Gager, Dean of Student Services/Deputy Title IX Coordinator, Section 504/Title II/ADA/Age Act Coordinator (Students), Naugatuck Valley Community College, Room K509a, 750 Chase Parkway, Waterbury, CT, 203-575-8086 or to the U.S. Department of Education, Office for Civil Rights, at (617) 289-0111 or 5 Post Office Square, 8th Floor, Boston, MA 02109-3921 (Rev 09/09/2022)

Supplemental Nutrition Assistance Program (SNAP) and Food Distribution Program on Indian Reservations (FDPIR) Nondiscrimination Statement:

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), religious creed, disability, age, political beliefs, or reprisal or retaliation for prior civil rights activity. Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the agency (state or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (833) 620-1071, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to:

- mail:** Food and Nutrition Service, USDA
1320 Braddock Place, Room 334
Alexandria, VA 22314; or
- fax:** (833) 256-1665 or (202) 690-7442; or
- email:** FNCSIVILRIGHTSCOMPLAINTS@usda.gov



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Medical Administrative Assistant Certificate Program



Medical Administrative Assistant

Certificate Program

Medical Administrative Assistants utilize their knowledge of medical terminology and health care delivery models to perform a number of administrative functions. They can work in a variety of roles and locations with job titles ranging from health unit coordinator or medical office specialist to medical secretary.



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Typical tasks would include scheduling tests or procedures, such as lab work or x-rays, surgeries and medical consultations based on physician orders, answering phones and directing calls, messages and reports to the appropriate staff, greeting visitors, ascertaining the purpose of the visit and interviewing patients to complete documentation, case histories or forms and process intake or insurance forms. Learn the skills needed to successfully carry out the varied responsibilities of the medical administrative assistant in most any setting. A central focus will be on the various modes of professional communication required to keep processes running smoothly in the office required or health setting.

“The teachers were very professional and knowledgeable. I would highly recommend NVCC to everyone and anyone that is interested in returning to school.”

Joseph Aubin
NVCC Student,

Certificate Program Includes:

- Computers in Health Care
- Microsoft Essentials
- Patient Confidentiality
- Customer Service and Communication in Health Care
- Medical Terminology
- Medical Administrative Assistant

