

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



CT State Continuing Notice of Nondiscrimination

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

Nondiscrimination Statement:

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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: FNSCIVILRIGHTSCOMPLAINTS@usda.gov

CT STATE COMMUNITY COLLEGE

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Medical Administrative Assistant Certificate Program



**WORKFORCE DEVELOPMENT
REGISTRATION
FOUNDERS HALL-ROOM F323
Tel - 203.575.8029
Fax- 203-575-8243**

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

