



**Jessica W.**  
Graduate, Class of 2012

# MEDICAL ADMINISTRATIVE ASSISTANT

Certificate of Achievement / Associate Degree Program

Medical administrative assistants perform vital functions that keep medical offices running efficiently and keep day-to-day operations of medical facilities on track. They also assist the medical practice with daily office operations including ordering supplies, bookkeeping and sorting mail. Medical administrative assistants have versatile roles and can work in many types of practices.

The program focuses on the practice of various medical office skills and equips students with the skills and knowledge required to adhere to the legal, ethical and regulatory standards of medical records management. In addition, medical terminology, introduction to anatomy, pharmacology, professional development and the measuring of vital signs are covered. The program culminates in a Certificate of Achievement.



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Important information about the educational debt, earnings and completion rate of students who attended this program can be found at [Carrington.edu/GE](http://Carrington.edu/GE).

Program availability varies by location. Carrington College reserves the right to update information as it becomes available. For the most updated information, visit [carrington.edu](http://carrington.edu).