

MEDICAL ADMINISTRATIVE SPECIALIST

TOM P. HANEY
TECHNICAL
COLLEGE

A CAREER IN DEMAND

Medical administration is one of the fastest
growing careers in America.

Finish the Program in 10 months/2 Semesters

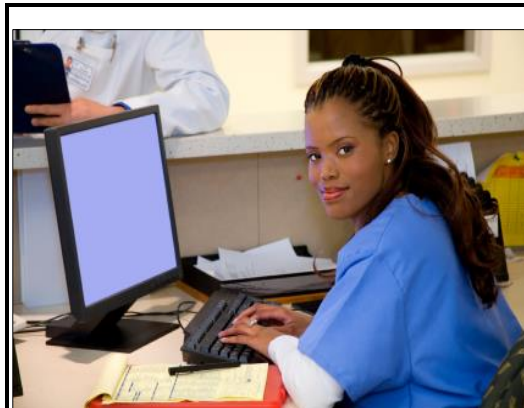
Classes: Mon – Fri, 7:45 a.m. - 2:30 p.m.

Career Paths:

- ✓ Medical Receptionist
- ✓ Medical Records Technician
- ✓ Billing Department Specialist
- ✓ Insurance Verification Specialist
- ✓ Surgical/Procedural Scheduler
- ✓ Patient Access Representative

Program Content:

- ✓ Medical Office Procedures
- ✓ Medical Terminology
- ✓ Medical Billing Procedures
- ✓ Medical Transcription
- ✓ Medical Law & Ethics
- ✓ Electronic Health Records
- ✓ Medical Coding
- ✓ Customer Service
- ✓ Employability Skills
- ✓ Work-Based Training with Industry Leaders



Earn certifications from:

National 
Healthcareer
Association®

- **CMAA** - Certified Medical Administration Assistant
- **CEHRS** - Certified Electronic Health Records Specialist

 Microsoft®
Office

- PowerPoint
- Excel
- Word

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 Haney.edu



YOUR CAREER STARTS HERE!

