

# CAREER TRAINING

## Medical Administrative Assistant

**Course Contact Hours:**  
50 + Clinical Externship

**Student Tuition:**  
\$1,399 (textbooks included)

**Externship:**  
40 Hours

### About the Program

This program covers information on the medical assisting profession, interpersonal skills, medical ethics and law, medical terminology, basics of insurance billing and coding, telephone techniques, scheduling appointments, medical records management and management of practice finances. A great course for physicians medical office professionals! This program prepares students to function effectively in many of the administrative and clerical positions in the healthcare industry. It provides students a well-rounded introduction to medical administration that delivers the skills students require to obtain an administrative medical assistant position or advance within their current healthcare career.

**LEARN MORE & REGISTER:**  
**[wku.edu/cpd/career-training](http://wku.edu/cpd/career-training)**

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as a fully-online,  
self-paced course!

Contact us when  
you are ready to  
register and begin.



For information about possible funding:  
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**Kentucky  
Career Center**  
Lincoln Trail