



OPPORTUNITIES FOR A BETTER TOMORROW



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Building careers through confidence, discipline, and professionalism

Medical Administrative Assistant Training Program

Receive the training and experience needed to embark on
a successful career as a
Medical Administrative Assistant

Courses include:

- Medical terminology
- Medical Administrative Assistant **Certification** through National Healthcareer Association
- Internships in medical offices
- Communications, telephone techniques, and customer service
- Basic bookkeeping
- Microsoft Word, Excel, and PowerPoint
- Job placement assistance is available

For more information please contact
Megan Miller at 718-369-0303 x22 or call 718-387-1600



Eligibility Criteria:

- High School Diploma or GED
- 17 to 21 years old
- Ability to attend training and internship full-time

Location:

OBT Bushwick
25 Thornton Street
Brooklyn, NY 11206
718-387-1600

TDD/TTY 1-800-662-1220

Opportunities for a Better Tomorrow is an equal opportunity employer/program.
Auxiliary aids and services are available upon request to individuals with disabilities