

Are you interested in CTC's Medical Administrative Assisting Program?

The Medical Administrative Assistant (MAA) program gives students a well-rounded introduction to the many features and functions of the modern medical office or health care facility.

What do Medical Administrative Assistants do?
They may update and file patients' medical records, fill out insurance forms, and arrange for hospital admissions and laboratory services. They may also answer telephones, greet patients, handle correspondence, schedule appointments, and deal with matters related to billing and bookkeeping.

Where might they work?

They find employment in a variety of locations: hospitals, medical offices, dental offices, chiropractic offices, insurance companies, outpatient clinics, and surgical centers.



**We will be hosting
information sessions
for those interested in
the MAA Program.**

**Sessions will be held
virtually using Webex.**

**Use the links below to
join a session.**

[March 11 at 9 A.M.](#)

[April 1 at 12 Noon](#)

[April 29 at 4 P.M.](#)

Program information can be found on our MAA webpage: www.chattahoocheetech.edu/medicaladministrativeassistant/



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