

Is the Program for me?

If you are:

- ◇ Enjoy helping others
- ◇ Friendly, outgoing, and caring
- ◇ Enjoy working with paperwork and on computer
- ◇ Interested in healthcare and have a knack for business

You should consider **Medical Assistant**

Why Triton Institute?

- ◆ Employer-trusted curriculum
- ◆ Expert-designed career training
- ◆ Affordable tuition
- ◆ Financial Aid (Scholarship, Installment Payment, EDD unemployment Funding)

Medical Office Administration

Combine administration skills with a basic understanding of medical Terminology

Medical Office Administration is designed to prepares students how to work closely with doctors to organize and monitor activities in a variety of healthcare setting. Students will learn how to help with communicating with patients and other providers, billing insurance companies, and more.

Faculty at Triton Institute brings you with plenty of hands-on learning and real world experience and prepares you the skills you needed to be successful in your chosen careers.

Registered National Center
for Competency Testing



National Center for
Competency Testing

What will I be learning?

You will learn

- ◆ Medical Terminology
- ◆ Medical Law and Ethics
- ◆ Medical Transcription
- ◆ Medical Record Systems
- ◆ Business
- ◆ Accounting
- ◆ Office Automation
- ◆ Customer Service

You will develop

- ◆ Effective communication skills, managerial skills
- ◆ Strong analytical skills

Careers Progression

As the healthcare industry becomes busier and more complex, medical environments are in need of administrative professionals to maintain operations in the office. Completing the program leads to exciting career opportunities in many areas:

Your First Job

Medical Office Administrator
Healthcare Office Administration

In 5-10 Years

Medical Office Supervisor Health Care Manager
Health Information Manager Medical Administrator
Instructor



Triton Institute

The Path to Your Career

408-400-9099

830 Stewart Dr.,
Sunnyvale, CA, 94085
www.tritoninstitute.org

info@tritoninstitute.org