

Healthcare Office Assistant

The Healthcare Office Assistant (HOA) program prepares the student for an entry-level position in an outpatient healthcare setting such as a medical practice or health-related call center. Students will become familiar with the general workflow of outpatient medical practices. Critical thinking concepts and customer service skills and activities are infused throughout the curriculum, including generational and cultural diversity.

Program Dates/Times:

October 7, 2024 – December 19, 2024

Mondays – Thursdays 9:00 am – 3:30 pm* (2 week class 8:30 am – 4:00 pm)

Course Sequence:

- Workplace Success Class *PRE-COURSE*
- Introduction to Healthcare *PRE-COURSE*
- Medical Terminology *PRE-COURSE*
- Medical Office Operations
- Patient Relations
- Intro to Medical Insurance
- Financial Wellness
- Employment Preparation

***Students must have satisfactory attendance and pass all Pre-courses with a C or better to continue with the Healthcare Office Assistant Training Program**

Eligibility Requirements:

- High School Diploma/GED (US or International)
- 18 years of age or older
- Placement Test score 8th grade English and Reading Comprehension
- Career counseling session with Tec Centro Lebanon Career Navigator
- Basic computer literacy

Program Costs and Requirements:

- Processing Fee: \$50.00- Check /Money Order (non-refundable)
- Books: included
- Uniforms: 2 sets of scrubs (any print), nursing shoes white or black (must cover foot completely, no heel straps or holes, no mesh)
- Clearances: PA Background Check \$22.00 pay online / Child Abuse check \$13.00 pay online

Program Enrollment Details:

Limited Availability: Only 12 spots are available, filled on a first-come, first-served basis.

Complete Enrollment: Your enrollment is confirmed once payment and both background checks are submitted to Tec Centro Lebanon.

Waitlist Option: If the class is full, you'll be placed on a waitlist or given priority for future classes.

Deadline: Ensure all payments and paperwork are submitted by September 23, 2024.



Phone

717-708-3030



Email

info@wepaempowercenter.org



Address

9 South 9th Street
Lebanon, PA 17042

