

# LEAP Program Medical Front Office Training



# LEAP

Learn.Earn.Achieve.Progress.

Training at No Cost  
to Eligible Participants



**CCBC**

[ccbcmd.edu/ConEd](http://ccbcmd.edu/ConEd)

# Medical Front Office Training

Participants will learn skills in medical front desk operations and procedures. Learn how to register patients, schedule appointments, process communications, enter data in to Electronic Health Records systems and develop exceptional customer service skills. Upon successful completion of the program, students will be prepared to take the national certification exam through the National Healthcareer Association to become a Certified Medical Administrative Assistant.

## Basic Eligibility:

- 18-24 years old and a Baltimore County resident
- Interested in health care
- High School Diploma or GED required

## Information & Assessment Sessions:

CCBC Owings Mills, 10300 Grand Central Ave., Owings Mills, MD 21117  
Room 610

- Tuesday, October 1, 2019, 1pm
- Wednesday, October 2, 2019, 1pm
- Thursday, October 3, 2019, 1pm

Please attend only one session and arrive at the start time.  
Please do not bring children to Information & Assessment Sessions.



# \$36,660

average salary

Source: [onetonline.org](http://onetonline.org)



# 27%+

expected job growth

Source: [onetonline.org](http://onetonline.org)



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## Questions?

Call the LEAP Information line  
at 443-840-4292  
or email [cte@ccbcmd.edu](mailto:cte@ccbcmd.edu)