

The Profession of Medical Office Assistant...

...is an important one for many physician offices and health care clinics. Medical Office Assistants have job functions that may include administrative, clerical, computer, bookkeeping and receptionist duties. Specific responsibilities will vary by location and physician preferences, but may include:

- Maintaining scheduling
- Greeting patients
- Answering telephones
- Filing insurance or other reports
- Handling office correspondence
- And much more!



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NCCT

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Assistant**



The natural path to
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a
PROFESSIONAL

To qualify, you must be:

- 1) A high school graduate or equivalent and
- 2) A graduate of an approved program of study as a Medical Office Assistant or provide documentation of at least one year's experience as a Medical Office Assistant

Is my program approved?

Ask your College Dean or School Director, and if not, have them call NCCT to submit the appropriate documentation to NCCT for consideration.

**SIMPLY CALL
1-800-875-4404**

How do I stay current?

All it takes is 14 clock hours of NCCT continuing education to remain current in your certification each year. At a cost of less than \$6 per contact hour, you can complete your CE in the privacy of your own home. The NCCT renewal process is that easy! That's why more than 150,000 people choose NCCT!

Is Certification Important...

...to your employer?

That is a preference of each organization, but many make certification a requirement for employment—or may give hiring preference to applicants who are certified over those who are not. Which would you prefer to hire?