



# EDISON STATE COLLEGE

LEE CAMPUS

Center for Professional Development

## ***ADMINISTRATIVE MEDICAL ASSISTANT***

This 96-hour Administrative Medical Assistant Training Program combines theory and practical instruction over 17 weeks. Topics are covered through a combination of lecture and practical skill training.

Course instruction includes:

- Telephone and Computer skills
- Appointment Scheduling
- Medical Record Handling
- Filing and Billing
- Insurance Coding
- Transcription and General Office Etiquette

There are no minimum state requirements for enrollment. We recommend that students are at least 18 years of age and have earned a high school diploma or its equivalent.

Upon successful completion of course, students will receive a certificate of completion from Edison State College.

**Dates:** Class begins on October 25<sup>th</sup>, 2010 – March 14<sup>th</sup>, 2011  
Mondays and Wednesdays, 6pm – 9:30pm

**Cost:** \$1,575. (Textbooks are included)  
**SallieMae Loan may be available for this class**

**Location:** Edison State College, Lee Campus, room to be announced

**Instructor:** Elizabeth Lawson, RN

**Link for downloads:** [www.adultedreg.com/edisonstate](http://www.adultedreg.com/edisonstate)

This link will allow students to access sample prescreens and the resources they need to download for class

**Seats are limited, so register today!**

**Advance registration and payment is required**

**For registration form and information, call 239-489-9235, email**

**[celee@edison.edu](mailto:celee@edison.edu)**

**OR download from [www.edison.edu/lee/ce](http://www.edison.edu/lee/ce)**