



# Medical Administrative Assistant Training

Presented by Bangor Adult Education and  
Eastern Maine Development Corporation

**9:00am - 3:00pm**  
**Classes every Friday**  
**Orientation August 21<sup>st</sup>**

Are you looking for a career in the healthcare industry? This free 10-week online training prepares you to become a Certified Medical Administrative Assistant, opening the door to employment at primary care offices, hospitals, and specialty care. Taught by Hilari Simons of Bangor Adult Education, the course covers topics including:

- **Medical Terminology**
- **Medical Ethics, HIPPA**
- **Medical Office Procedures**
- **The electronic medical record**

**Register by August 10<sup>th</sup> by Emailing Kim at [kdonovan@emdc.org](mailto:kdonovan@emdc.org)**