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A CENTER  
OF ALTERNATIVES**

FUNDING PROVIDED BY

**NYC**

Department of  
Youth & Community  
Development



# Train & Earn C.M.A.A. Track Career Awareness Training

## In Partnership with LaGuardia Community College

New York City residents between the ages of 16-24 who have earned their High School Diploma or HSE can participate in this unique 9-week training for Certified Medical Administrative Assistant, launch your healthcare career with training that prepares you for entry-level medical administrative positions. You'll also take the National Healthcare Association's (NHA) Certified Medical Administrative Assistant exam. Participants may also be eligible for a 175-hour internship.

Earn up to  
**\$3,700**  
for participation in  
program activities

### What you'll be Learning...

- ✓ Learn Basic Medical Terminology
- ✓ Customer Service & Patient Satisfaction
- ✓ Working Closely w/a Career Advancement Coach
- ✓ Documentation & Confidentiality
- ✓ Communication & Professionalism
- ✓ Excel & Microsoft for Patient Scheduling
- ✓ Medical Billing and so much more!

**Step #1  
Scan Here**



### Upcoming Cohort

**February 6th, 2023**

### For more information :

Contact: Jeremy Nunez  
Text/Call: 929-240-1664  
Email: [JNunez@door.org](mailto:JNunez@door.org)

The Door's mission is to empower young people to reach their potential by providing comprehensive youth development services in a diverse and caring environment.

The Door is an Equal Opportunity Employer/Program. Auxiliary aids and services are available upon request to individuals with disabilities. TTY: New York Telecommunications Relays (800) 662 - 1220 (TTY) and (800) 421-1220 (Voice)