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Program Details : Medical Administrative Assistant

Provider Name :	Specialty Certs Institute
Date of Last Update :	7/20/2026 10:27:00 PM
Provider Primary Area :	Ingham County
Program Locations :	Specialty Certs Institute
Provider URL :	https://www.specialtycerts.com/
Program Description :	Our program will help students gain administrative skills to work in any medical setting. Students will be qualified to manage a front medical office, handle administrative duties, and help with direct care of patients in the office.
Contact Name :	Mollie E Woodworth
Contact Phone Number :	8107724242
Program URL :	http://www.specialtycerts.com
Program Prerequisites :	High School Diploma or Equivalent
Admission Requirements :	Individuals enrolling in any Specialty Certs training program must have proof of a High School Diploma or General Education Diploma from a creditable school before sitting for certification.
Program Duration (Clock / Contact Hours Per Week) :	8
Program Duration (Weeks) :	26
Credential Earned :	Industry-Recognized Certificate or Certification
Name of Associated Credential :	Certified Medical Administrative Assistant
Issuer of Associated Credential :	National HealthCareer Association
Program Format :	In-person : No Online, E-learning, or Distance Learning : Yes Hybrid or Blended Program : No
Associated Occupation 1 :	

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	43-6013.00 - Medical Secretaries and Administrative Assistants
Associated Occupation 2 :	Not Available
Associated Occupation 3 :	Not Available
License Fee for Employment :	No
Estimated Waiting Period to Enter Program :	4 Weeks
Program Cost :	$4,700.00
Cost of Books and Supplies :	No
Sources of Financial Assistance Accepted :	Individual Training Accounts
Internship/Externship Amount :	No
New Program :	No
Number of Graduates in the last year :	2
Employment Rate - 2nd quarter after exit :	36.4%
Quarterly Median Earnings :	$3,231.60
Employment Rate - 4th quarter after exit :	50.0%
Credential Attainment Rate :	90.9%