

## **Program Details : Medical Administrative Assistant**

Provider Name :	Specialty Certs Institute
Date of Last Update :	7/23/2025 10:51:00 PM
Provider Primary Area :	Ingham County
Program Locations :	Specialty Certs Institute
Provider URL :	<a href="https://www.specialtycerts.com/">https://www.specialtycerts.com/</a>
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 :	<a href="http://www.specialtycerts.com">http://www.specialtycerts.com</a>
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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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:	12
Employment Rate - 2nd quarter after exit:	71.4%
Quarterly Median Earnings:	\$9,913.20
Employment Rate - 4th quarter after exit:	75.0%
Credential Attainment Rate:	100.0%