PURE MICHIGAN Talent Connect

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Program Details : Medical Administrative Assistant

Provider Name :	Ascend Skills Michigan
Date of Last Update :	9/14/2026 12:09:00 PM
Provider Primary Area :	Ingham County
Program Locations :	MI Business Office
Provider URL :	http://ascendskillsnow.com/
Program Description :	This program prepares students for a rewarding healthcare career at the front office of a medical practice—often the first and last point of contact for patients. In about three months, students gain the skills and confidence needed to keep a medical office running smoothly while creating a positive experience for every patient who walks through the door. Classes are online, live, and instructor-led, meeting for 90 minutes twice a week over 12 weeks. Students learn from home in an engaging, supportive environment while building real-world skills used daily in medical offices and clinics. The program focuses on essential administrative responsibilities such as patient check-in and check-out, scheduling appointments, managing records, handling communications, and supporting providers and staff. This role is ideal for individuals who enjoy working with people, staying organized, and being part of a professional healthcare team without providing hands-on clinical care. The cost of the national professional credential exam is included, and students receive career coaching and job preparation throughout the course. From enrollment through employment, students are supported every step of the way—so they can feel confident, prepared, and excited to begin their healthcare career.
Contact Name :	Angella Alverson
Contact Phone Number :	4805996228
Program URL :	https://ascendskillsnow.com

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Program Prerequisites :	High School Diploma or Equivalent
Admission Requirements :	Must be 18 years of age or have parental consent. Must have access to a computer with reliable internet access.
Program Duration (Clock / Contact Hours Per Week) :	10
Program Duration (Weeks) :	12
Credential Earned :	Industry-Recognized Certificate or Certification
Name of Associated Credential :	Certified Medical Administrative Assistant (CCMA)
Issuer of Associated Credential :	National Healthcareer Association (NHA)
Program Format :	In-person : No Online, E-learning, or Distance Learning : Yes Hybrid or Blended Program : No
Associated Occupation 1 :	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 :	21 Days
Program Cost :	$4,250.00
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 :	0
Employment Rate - 2nd quarter after exit :	Not Available

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Quarterly Median Earnings :	**
Employment Rate - 4th quarter after exit :	Not Available
Credential Attainment Rate :	Not Available