

Medical Office Training

Description: Is an eight-week course designed to provide job skills for a career in health care. This 150-hour training course incorporates:

- Instruction on medical terminology, computer systems, insurance information, document preparation, appointment scheduling and patient registration.

Application Process: Potential applicants must attend an information session the Second and Fourth Tuesday of every month (this month's schedule is below), held at 1:45 p.m.

Contact Information:

Takes place in various locations at employers and community partner sites throughout the Twin Cities.

Phone-651-379-5997 (for training requirements)

553 Fairview Ave. N. St. Paul, MN 55104 (main office)