



# Workforce Investment Act Eligible Training Program

**Provider Name:** Ridley-Lowell Business & Technical Institute

**Contract #:** 4050-43

**Address:**  
470 Bank Street  
New London, CT 06320  
\_\_\_\_\_  
\_\_\_\_\_

**Addresses if program is held at a another site:**  
1. \_\_\_\_\_  
2. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Program Name:** Medical Administrative Assistant

Office use only: ONET CODE 43-6013

### CONTACT INFORMATION

Program Contact Person:  
Alicia Carroll

Phone: 860-443-7441  
Email: [nldirector@ridley.edu](mailto:nldirector@ridley.edu)

Fax: 860-442-3096  
Website: [www.ridley.edu](http://www.ridley.edu)

### Course Outline/Topics to be Covered

This program includes in processing and computer skills. Students will receive a well-rounded working knowledge of the computer programs such as: Electronic Health Records, Microsoft Word, Excel, Outlook, and Access. In addition to the information processing courses, the student will gain knowledge applicable to today's business world.

The Medical Administrative Assistant program is designed to provide training and experience for students preparing for positions as medical secretaries and assistants in automated offices. Comprehensive courses in medical terminology provide the student with the basic medical language used in medical care environments.

### Required academic grade levels to enter program

Reading Grade Level n/a

Math Grade Level n/a

English Proficiency n/a

### Required to enter training program

- Physical  Yes  No
- Vaccinations  Yes  No
- Drug test  Yes  No
- BCI  Yes  No
- License  Yes  No
- Tools  Yes  No
- Experience  Yes  No
- Other :

### MAY be required for employment

- Physical  Yes  No
- Vaccinations  Yes  No
- Drug test  Yes  No
- BCI  Yes  No
- Certification  Yes  No
- License  Yes  No
- Tools  Yes  No
- Experience  Yes  No
- Other :

### Participants will be qualified to seek employment in the following occupations:

- 1) Medical Secretaries
- 2) \_\_\_\_\_
- 3) Medical Transcriptionist
- 4) \_\_\_\_\_

### Is this program Pell grant eligible?

Yes  No

### PROGRAM COSTS:

#### TUITION INCLUDES:

Tuition	\$12,975.00
Fees	\$525.00
Books	\$2,000.00
Licensing	
Certificate fees	
Other, provide explanation	
<b>Total Tuition Cost</b>	<b>\$15,500.00</b>

#### These are expenses that MAY be reimbursed after successful completion of training.

Please indicate Yes, No or enter the amount

	YES	NO	AMOUNT
Books	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Licensing	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Tools	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Uniforms	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Travel	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Miscellaneous	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
<b>Total</b>			<b>\$0.00</b>

#### Participant is responsible for :

Prerequisites	
Memberships	
_____	
_____	
_____	
<b>Cost above tuition cap</b>	<b>\$10,000.00</b>
<b>Expenses that <u>MAY</u> be reimbursed</b>	<b>\$0.00</b>
<b>Total</b>	<b>\$10,000.00</b>

### Maximum ITA Responsibility (Max. \$5500)

**\$5,500.00**

### PROGRAM LENGTH

Weeks and Hours and Additional Information

**900 hours, 36 weeks for day classes. 900 hours, 64 weeks for evening classes**

### What type of certificate will be awarded and by whom?

Diploma from Ridley-Lowell Business & Technical Institute