

# enhance your **RESUMÉ**



## THE MSI DIFFERENCE

- **FREE TRAINING MATERIAL**  
Learning material is included with every exam, saving you money.
- **AFFORDABLE AND RESPECTED**  
Our quality programs are recognized by employers.
- **FLEXIBLE**  
Self-paced training and exam done 100% online.
- **VALUE**  
Certificate & transcripts mailed to you after you pass your exam.

## MEDICAL OFFICE ADMINISTRATOR CERTIFIED

Duties and responsibilities of a medical office administrator are significantly different than those of the general or typical office administrator. This program will instruct you on the basic duties needed to function in this challenging and rewarding career.

Professional development courses are designed to prove your proficiency in a subject matter. Certification courses include all learning material required to pass the exam, and access to the certification test.

Learn to improve quality and reduce defects within your organization.

- Medical Office Administrator Roles
- Core Competencies and Skillsets
- Customer Service
- Business Operations
- Legal Requirements
- Financial Management
- HIPAA
- Plus much more..

*"These certifications have been a big boost to my resumé. MSI has really helped my career!"*