



**GOODWILL**  
CENTRAL ★ TEXAS

## ABOUT THE GCTA

The **Goodwill Career & Technical Academy** is located in Northeast Austin. Our bright, welcoming space provides an inclusive and supportive culture that prioritizes the success of every student regardless of their previous academic or professional experience or background.

We provide an accelerated training experience that allows our graduates to move into the workforce — and begin earning an income — fast.

The GCTA team is comprised of highly qualified instructors, experts in adult education, and case managers all dedicated to supporting our students on a path to meaningful employment.



Scan code  
or visit [gctatraining.org](https://gctatraining.org)  
to learn more!

# CERTIFIED MEDICAL ADMINISTRATIVE ASSISTANT PROGRAM

Medical Administrative Assistants are the friendly faces and organized minds that keep clinics and doctors' offices running smoothly. From welcoming patients and scheduling appointments to managing medical records and handling insurance and billing, they ensure every detail is taken care of—so patients receive the care they deserve in a warm, efficient environment.

Graduates of this program will be prepared for the Certified Medical Administrative Assistant (CMAA) national certification exam, a nationally recognized and highly respected certification. Whether you're starting fresh or looking to advance, this is your launchpad to a rewarding, people-centered career.

## Students will learn:

- Medical office procedures
- Health information and records management
- Medical terminology and basic anatomy
- Medical billing and insurance processing
- Office technology
- Patient communication and customer service
- HIPPA and patient confidentiality

## What to expect after graduation:

Graduates are prepared to step into entry-level healthcare administration roles. Typical starting positions include:

- Medical receptionist
- Medical front desk coordinator
- Patient service representative
- Outpatient coordinator
- Surgical scheduler

Evening/weekend classes available



**NOW ENROLLING!**

Call to see if you qualify  
for full tuition grants.

 512.637.7131