

Medical Office Externs

CET has been established in Oakland since 1987 and has been in existence since 1967. CET is currently looking into expanding its externship locations within Oakland for its Medical Administrative Assistant program. These externships are at no cost to the hosting agency and CET only requires that the agency fill out a progress report on the student at the end of the 80 hour time frame. The agency chooses the hours and/or days that the student attends and has full control over the student's practical. CET is accredited by the Western Association of Schools and Colleges (WASC).

- Medisoft Patient Accounting
- Office Hours Professional
- Medical Terminology
- Insurance Billing (ICD-9 / CPT Codes)
- Filing / Scheduling
- Microsoft Word / Excel
- Telephone Techniques
- Law and Ethics / HIPPA

Bilingual Students Available

**Externships are available year round.
Students are covered under CET Liability
Your Agency can cancel externships at any**



**TOGETHER WE CAN MAKE
DREAMS COME TRUE**



The Industrial Advisory Board meets bi-annually for approximately 2 hours to discuss CET's progress, improvements and support services which are available to anyone in the community such as GED preparation.

Externships are at no cost to agency

The Technical Advisory Committee meets with the Medical Administrative Assistant vocational instructors to ensure that the curriculum meets industry standards.

- I am interested in participating in CET's Industrial Advisory Board**
- I am interested in participating in the MAA Technical Advisory Committee**
- Please remove my organization from your mailing list**

Externship Schedule

Sign up for:

- Morning: Monday through Friday
- Afternoon: Monday through Friday
- Morning: Monday, Wednesday, Friday
- Afternoon: Monday, Wednesday, Friday
- Morning: Tuesday and Thursday
- Afternoon: Tuesday and Thursday

Center for Employment Training

8390 Capwell Drive
Oakland, CA 94621

Phone: 510-568-6166
Fax: 510-568-6723

E-mail: scarnes@cet2000.org
www.cetweb.org/oakland

Name

Address

Phone