



Clerical Associate Training

Title: Clerical Associate Training
Duration: June 2005 – November 2005
Training Provider: Maryland Center for Arts and Technology (MCAT)
Learning Objective: This course prepares employees to serve as a communication resource and information coordinator for patients, families, visitors, and members of the health care team. Specific duties include: preparation and maintenance of medical records, as well as, clerical support.

The participants in this training followed the program guidelines, including: application, assessment, departmental information session, open house, and interview.

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