Medical Administrative Assistant

Program Description

Also referred to as a Medical Office Secretary or Medical Office Assistant. The Certified Medical Administrative Assistant (CMAA) will perform administrative tasks to help keep the physicians’ offices and clinics running efficiently. A competent Medical Administrative Assistant must have proficient multi-tasking skills, special communication skills, and good organizational skills.

This program will provide individuals with training in the Following areas:

- Past and Present in the Healthcare Setting
- Law and Ethics
- Communication Skills
- Managing Appointments
- Written Communications
- Health Information Management and Protection
- Electronic Applications in the Medical Office
- Medical Office Management, Safety, and Emergency Preparedness
- Managing Office finances
- Health Insurance and Reimbursement
- Diagnostic and Procedural Coding
- Computer Operations
- Medical Terminology

This is a 12 week program that will consist of classes 3 days per week for a total of 144 classroom hours. In addition, there will be an externship component to consist of a minimum of 45 hours in a clinical setting. After the successful completion of this course the student will be eligible to sit for the NHA (National Healthcareer Association) National Certification Exam.

Tuition
$3000.00
Covers:
Books
Materials
Scrubs
Certification Exam

Hours
12 hours per week
Mondays and Thursdays
12pm-4pm
Tuesdays 8:30-11:30 am
Clinical hours will be at the discretion of the clinical site

Student Financial Responsibility
Physical Exam, Flu shot, immunizations or blood work requirements, CPR, background checks
Medical Administrative Assistant

Ch.1 Medicine and Medical Assisting
Ch.2 Law and Ethics
Ch.3 Communication Skills
Ch.4 Patient Education
Ch.5 The First Contact: Telephone and Reception
Ch.6 Managing Appointments
Ch.7 Written Communications
Ch.8 Health Information and Management and Protection
Ch.9 Electronic Application in the Medical Office
Ch.10 Medical Office Management, Safety, and Emergency Preparedness
Ch.11 Credit Collections
Ch.12 Accounting Responsibilities
Ch.13 Health Insurance and Reimbursement
Ch.14 Medical Terminology
Ch.15 Diagnostic Coding
Ch.16 Outpatient Procedural Coding