Administrative Medical Assistant Career Prep Certification Program

Qualifications: Students must have High School Diplomas or GED

Tuition

- $5,500.00
- 365 Hours

Schedule

- All course work is to be completed online

Course Components Include:

- Identify parts of the human body.
- Describe the basic function of each body system.
- Utilize medical terminology in written and spoken communications.
- Define medical terminology commonly found in the medical record.
- Prepare and maintain the appointment schedule.
- Demonstrate proper telephone handling techniques.
- Compose and prepare medical correspondence. Transcribe a dictated medical report.
- Manage incoming and outgoing financial transactions for the medical practice.
- Complete basic insurance forms, including the use of ICD-10.
- Prepare to take the National Healthcare Association (NHA) Medical Administrative Assistant Certification exam (included)
- Introduction to Windows
- Introduction to Microsoft Outlook
- Microsoft Word with Certification

Curriculum

Administrative Medical Assisting is one of the fastest-growing careers in the health care industry today. The need for professionals that understand how to utilize computerized medical office software and perform administrative office procedures is growing substantially. Physician practices, hospitals, chiropractic practices, and other health care providers all depend on administrative professionals for day-to-day support. In the Administrative Medical Assistant course, you will learn medical terminology, patient confidentiality, scheduling, customer service, basic patient documentation, and basic billing as well as other administrative duties required by front office personnel including Microsoft Windows, Outlook, and Word. In addition, students will prepare and take the National Health career Association (NHA) Medical Administrative Assistant Certification exam as well as the Microsoft Office Word certification exam.

Student will access the Medical Assistant and Microsoft component online.

This 365-hour program will allow the students the training to work in a medical environment as an Administrative Medical Assistant.

For more information, please contact the Lackawanna College Lake Region Center at (570) 226-4625.