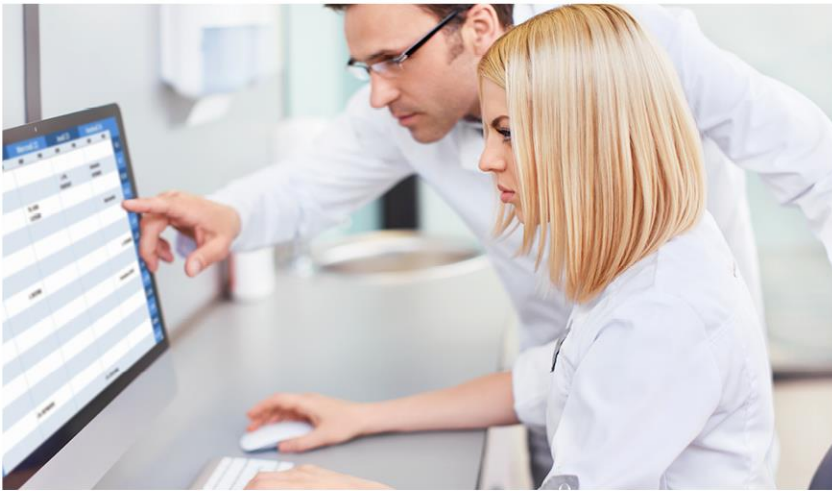




# Certified Medical Administrative Assistant

Exclusively at Lackawanna College Towanda Center



## Curriculum

A Certified Medical Administrative Assistant (CMAA) is an Allied Health professional that may also be referred to as a Medical Office Secretary/Assistant. The CMAA will perform administrative tasks to help keep the physicians' offices and clinics running efficiently. A competent CMAA must have proficient multi-tasking skills, special communication skills, and exceptional organizational skills.

This is a 17-week didactic program consisting of classes 2 days per week for a total of 136 classroom/computer lab hours. The clinical component will consist of obtaining a minimum of 70 documented hours in a clinical setting. After successful completion of the course, students will then be eligible to sit for the NHA (National Health-Career Association) CMAA National Certification Exam.

This program will provide individuals with training in various areas, some of which include:

Medical Terminology	Health Information Management
Electronic Applications	Keyboarding
Computer Operations	Diagnostic and Procedural Coding

## Tuition - \$3,500

Includes:

- Books & Lab Supplies
- Scrubs
- Clinical Externship
- Liability Insurance
- NHA Study Guide
- NHA Practice Exams
- Certification Exam

## Hours

- 8 Hours per week
- Tues. & Thurs. 12:30pm-4:30pm (subject to change)
- Clinical rotations begin after completion of coursework

## Student Financial

### Responsibility

- Cost of Physical Exam
- Drug tests
- Flu shot
- Immunization and/or bloodwork requirements
- Background Checks
- CPR certification

For more information, please contact Continuing Education Coordinator Christine Martin at (570) 265-3449