

**Course Code: MED200**

**Course Name: Medical Administrative Assistant**

**Certification: NHA Certified Medical Administrative Assistant (CMAA)**

**Duration: 6 months**

**Tuition: \$3995.00**

**Course Description:**

Medical Office Administration skills are crucial to anyone who wants to work in a healthcare administrative capacity including front office positions such as a Medical Office Administrative Assistant or Receptionist. The healthcare industry which includes hospitals, physicians' offices, clinics, nursing homes, home health agencies, HMO's and government agencies, all utilize individuals who perform functions that require this knowledge and these skills. This program will assist individuals to develop skills in office procedures typical in a medical office environment. The program also provides students with knowledge on medical anatomy and terminology essential to work in any healthcare environment. The program will prepare individuals for the Certified Medical Administrative Assistant (CMAA) certification offered by the National Healthcareer Association (NHA).

**Content Outline:**

**Medical Office Software Applications**

In this module, the basic functions of Windows are covered. The course provides instruction on using MS Word to create and manage documents, using MS Excel for financial information and reporting, and covers the fundamental elements of using MS Outlook to send, receive, and manage e-mail communication. The course will review the various mediums for communicating via social media, as well as how to use internet browsers.

**Medical Office Practices**

This module provides students with a basic understanding of their duties and responsibilities in the administrative front office. It develops skills in communication, filing, financial administration, and other duties such as scheduling, processing of mail, care of the facilities and medical equipment. It also includes the importance of demonstrating professionalism, maintaining good interpersonal relationships with other office personnel, and possessing the right attitude for the professional medical office.

**Medical Terminology**

This module introduces students to the language of medicine. Students will gain an understanding of the way medical terms are formed and how to build medical terms using combining forms, prefixes and suffixes. Students will learn the structure and function of various body systems and common abbreviations.

**Introduction to Medical Coding, Billing, and Health Insurance**

This module introduces the student to the basics of medical billing and coding, as well as provides them with a general understanding of medical insurance and the various payers. It offers a broad overview of the medical billing cycle and discusses how to successfully utilize the medical insurance claim process. This course also introduces the major code sets used in the health care industry.

**Electronic Health Records**

This module provides the student with an in-depth and practical training on a widely used Electronic Health Record software program. Students will learn to input and manage patient information, maintain patient

health records, and schedule appointments. Students will be able to apply theoretical knowledge to equip them to successfully enter the healthcare community with practical skills and a comprehensive understanding of EHRs.