

# HI 1000

## Medical Front Office Assistant and Administration Specialist

19 weeks

DURATION



ISSUING AUTHORITY

High School Diploma or GED

REQUIREMENTS








### PROGRAM DETAILS

This program is designed to equip you with the skills necessary to provide excellent administrative support in an office environment and the knowledge to achieve the Certified Medical Administration Assistant (CMAA) and Medical Coder & Biller Certification (MCBC).

National certifications prove that you have the expertise to perform routine administrative tasks to help keep the physician's offices and clinics running efficiently. You will acquire a basic understanding of medical diagnoses and procedures to gain the advantage in the billing and coding market.

This 19-week online certification program provides comprehensive training in areas including Medical Office Procedures and Administration, Human Anatomy, Medical Terminology, Medical Office Computer Applications, and Insurance Billing and Coding Essentials. Upon completion of the program, you will be skilled in areas of Medical Office Administration and Medical Insurance Reimbursement, and prepared for dual healthcare certifications (CMAA and MCBC), increasing your marketability in the field and allowing for greater flexibility in your career path.

Throughout your enrollment, our highly skilled, trained and certified Student Support Advisors are there to provide ongoing support and assist you with subject matter inquiries.

-  Understand basic human anatomy and terminology utilized in the medical office
-  Comply with HIPAA/HITECH, OSHA, CMS and other healthcare regulations and laws
-  Appropriately schedule patient services, understand insurance coverage and perform other medical front office procedures
-  Differentiate between CPT, ICD-9, ICD-10-CM, HCPCS codes and know how to file a claim
-  Comprehend payment adjudication, various claim statuses, and the resubmission process

### ATTAINABLE CAREERS

- |                                |                              |
|--------------------------------|------------------------------|
| Medical Front Office Assistant | Medical Insurance Specialist |
| Medical Office Management      | Billing Representative       |
| Medical Receptionist           | Health Care Administrator    |
| Medical Billing Specialist     | Patient Care Coordinator     |

### COURSES

- HI 1011 Medical Office and Procedures Administration
- MS 1000 Microsoft Office Basics
- HI 1014 Human Anatomy and Medical Terminology
- HI 1015 Insurance Billing and Coding Essentials



### TARGET CERTIFICATIONS

- CMAA** Certified Medical Administrative Assistant
- MCBC** Medical Coder & Biller Certification

*As a MedCerts Student, you also have the added benefit of Job Search Assistance including guidance with resume building, networking, interviewing, and job search tips.*