

HI 1200

Medical Front Office Administration Specialist

13 weeks
DURATION



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) certifications. Students will be provided comprehensive training that will prepare them for entry into employment within the Medical Office fields.

This 13-week online training program provides specialized training in areas including Medical Office Procedures and Administration, Medical Office Computer Applications, and administrative computer functions and procedures. Upon completion of the program, you will have become skilled in areas of Medical Office Administration, and will be prepared for a health care certification (CMAA), increasing your marketability in the field and allowing for greater flexibility in your career path.

Students receive ongoing mentoring support from a Subject Matter Expert throughout their enrollment.

-  Comply with basic medical ethics as well as HIPAA/HITECH, OSHA, CMS regulations
-  Understand and utilize medical terminology for administrative duties in a medical facility
-  Evaluate a medical office's scheduling needs and appropriately book patient services
-  Accurately obtain patient information, verify insurance coverage, and prepare encounter forms
-  Correctly file medical records, and perform basic financial and other general office procedures

ATTAINABLE CAREERS

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|-----------------------------------|---------------------------|
| Medical Administrative Assistant | Medical Office Assistant |
| Patient Centered Care Coordinator | Medical Office Specialist |
| Medical Secretary | Medical Receptionist |
| Patient Services Representative | |

COURSES

- HI 1011 Medical Office Procedures and Administration
- MS 1000 Microsoft Office Basics
- HI 1014 Introduction to Human Anatomy and Medical Terminology



TARGET CERTIFICATIONS

CMAA Certified Medical Administrative Assistant

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.