

HI 3000

Medical Front Office and Electronic Health Records

17 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 support in a Medical Office environment and the knowledge to achieve the Certified Electronic Health Records Specialist (CEHRS) and Certified Medical Administrative Assistant (CMAA) certifications. This comprehensive online program prepares you for proper handling of patient data, fundamental records and document management, medical office procedures, and more. Upon completion of the program and achieving certification, students may find work in physician offices and laboratories, reference laboratories, urgent care centers, nursing home facilities, wellness clinics, and hospitals.






This 17-week online certification program provides comprehensive training in the areas of Human Anatomy and Physiology, Medical Office Administration, Medical Terminology, Medical Office Computer Applications, and Electronic Health Records technology and management. Upon completion of the program, you will have become skilled in areas of Medical Office Administration and Electronic Health Records, and will be prepared for dual healthcare certifications (CMAA and CEHRS), 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.

COURSES

- HI 1011 Medical Office Procedures and Administration
- MS 1000 Microsoft Office Basics
- HI 1014 Human Anatomy and Medical Terminology
- HI 1018 Electronic Health Records



-  Understand basic human anatomy and utilize medical terminology in a healthcare facility
-  Comply with HIPAA/HITECH, OSHA, CMS and other healthcare regulations and laws
-  Accurately obtain patient information, verify insurance coverage, and prepare forms and reports
-  Employ Electronic Health Record and related Practice Management applications
-  Comprehend the use of Diagnosis and Procedure codes in the medical record

ATTAINABLE CAREERS

- Electronic Health Records Specialist
- Health Information/Medical Records Administrator
- Medical Records Technician
- Medical Front Office Assistant
- Patient Centered Care Coordinator
- Health Information Support Specialist
- Medical Records Administrator
- Medical Office Specialist
- Medical Receptionist



TARGET CERTIFICATIONS

- CMAA** Certified Medical Administrative Assistant
- CEHRS** Certified Electronic Health Records Specialist

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.