



TUITION	DURATION	TARGET CERTIFICATION	CERTIFICATION PROVIDER	REQUIREMENTS
\$4,000	21 weeks	Certified Medical Administrative Assistant (CMAA)	 	High School Diploma or GED






### PROGRAM DETAILS

According to BurningGlass Labor Insights, Medical Front Office Assistant jobs are projected to grow 22.5% over the next 10 years. While there will be high demand for qualified candidates, having the advantage of dual certifications will increase your job options.

Through our Medical Front Office Assistant and Administrative Specialist program, you'll gain both medical receptionist training and billing and coding skills in only 21 weeks. Our program is comprised of five courses to build a thorough education and set you up for success – Human Anatomy and Medical Terminology, Medical Office Procedures and Administration, Microsoft Office Basics, and Billing, Insurance and Coding.

When your program is complete, MedCerts covers your registration costs to sit for the Certified Medical Administrative Assistant (CMAA), sponsored through the NHA (National Healthcareer Association) and the Medical Coder & Biller Certification (MCBC), sponsored by the American Medical Certification Association (AMCA). Some of the career options you'll find with these certifications include patient services representative/care coordinator, medical office administration/assistant/specialist, medical secretary, medical receptionist and medical billing specialist.

Throughout the Medical Front Office Assistant and Administration Specialist program students will learn the skills to:

-  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

*While MedCerts training and related target certifications may be accepted and/or approved by your state of residency, employers reserve the right to dictate pre-requisite education, experience, or certification/licensure requirements for their positions. We strongly advise students to research target job posts from area employers and relevant state requirements, barriers, or restrictions prior to enrollment to ensure eligibility upon graduation.*

### CAREER SERVICES

For all MedCerts Students that are not affiliated with an employer partner, you also have the added benefit of Job Search Assistance including guidance with resume building, networking, interviewing, and job search tips.



### TARGET CERTIFICATIONS

### ATTAINABLE CAREERS

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

Certifications	Issuing Authority	Exam Details
Certified Medical Administrative Assistant (CMAA)	National Healthcareer Association (NHA)	110 multiple choice questions Time limit: 2 hours 10 minutes
Medical Coder and Biller Certification (MCBC)	American Medical Certification Association (AMCA)	100 questions Time Limit: 2 Hours

Course Code	Title	Hours	Weeks	Course Materials (Included)
PS-1011	Professionalism in Allied Health	32	2	None
HI-1011	Medical Office Procedures and Administration	96	6	eBook
MS-1000	Microsoft Office Basics	16	1	None
HI-1014	Introduction to Human Anatomy and Medical Terminology	96	6	eBook
HI-1015	Insurance Billing and Coding Essentials	96	6	eBook

### EXPERIENTIAL/CLINICAL COMPONENT:

Experiential/Clinical Component Requirements (not applicable to the HI-1000 Medical Front Office Assistant and Administration Specialist Program) – Once students complete this program, they will be able to immediately start working with Career Services at MedCerts. Experiential learning or clinicals are not required to get a job in this field.

### CRIMINAL BACKGROUND CHECKS AND DRUG SCREENING POLICY:

MedCerts does not perform criminal background checks, nor do we test students for illicit drug use. Please be advised that while MedCerts does not perform these checks, the student's drug, criminal, or immunization status may prevent clinical/externship placement and future employment as a healthcare or IT professionals. Externship sites, employers, and State Boards of Pharmacy or other regulatory boards have regulations about immunizations, drug use, and criminal backgrounds. Regulatory boards, externship sites, employers, and other organizations that may require these screenings for placement, and adverse results may prohibit you from moving forward in the program. Candidates with a felony conviction are not eligible to participate in ANY MedCerts program that includes the Pharmacy Technician certification as a primary or secondary certification

The student understands that MedCerts does not hold any control over the drug, immunization, criminal, or background screening processes or policies held by any organization outside of MedCerts.



*Upon 100% completion of this program, students will receive a "MedCerts Certificate of Program Completion." This is proof of completion of training but isn't a nationally recognized certification. Students are expected to take and pass the national certification exam through the issuing authority for recognized certification in their field.*