




**MedCerts**  
A Stride Company

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(800)734-1175

# HI 3000

## Medical Front Office and Electronic Health Records

**TUITION** \$4,000  
**DURATION** 19 Weeks  
**TARGET CERTIFICATION**  
Certified Medical Administrative Assistant(CMAA)  
Certified Electronic Health Records Specialist(CEHRS)

**ISSUING AUTHORITIES**  


**REQUIREMENTS**  
High School Diploma or GED

### PROGRAM DETAILS

You could start your new career as a Medical Records Manager with MedCerts' Medical Front Office & Electronic Health Records online certification program in only 19 weeks.

This EHR and Medical Records specialist program is comprised of 4 courses designed to build a balanced knowledge base and help you excel among the competition. The combination of Intro to Medical Terminology & Human Anatomy and Microsoft Office Basics creates a solid base for your learning.

Medical Office Procedures and Administration teaches you specific practices of medical administration, scheduling systems and HIPAA regulations.

Our online EHR course provides you the skills to develop and maintain electronic health records in both facility and private practice environments. You'll understand the ethical, legal and regulatory requirements of handling medical records and the practical applications of processes.

Through this program, you will qualify for two certification exams through the National Healthcareer Association (NHA) - Certified Medical Administrative Assistant (CMAA) and Certified Electronic Health Records Specialist (CEHRS).

### 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.

### ATTAINABLE CAREERS

- Electronic Health Records Specialist
- Health Information Support Specialist
- Health Information Administrator
- Medical Office Specialist
- Medical Records Technician
- Patient Centered Care Coordinator

Throughout the Medical Front Office and Electronic Health Records program, students will learn the skills to:

- ✔ 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

*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. These requirements may exclude a MedCerts graduate from eligibility. We strongly advise students to research target job posts from area employers and relevant state requirements, barriers or restrictions to ensure eligibility upon graduation.*



TARGET CERTIFICATIONS

Certifications	Issuing Authority	Exam Details
Certified Medical Administrative Assistant(CMAA)	National Health Association(NHA)	110 multiple choice questions Time limit: 2 hours 10 minutes
Certified Electronic Health Records Specialist(CEHRS)	National Health Association(NHA)	100 multiple choice questions Time limit: 1 hour 50 minutes

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	PDF
HI-1018	Electronic Health Records	64	4	eBook

### EXPERIENTIAL/CLINICAL COMPONENT:

Experiential/Clinical Component Requirements (not applicable to the HI-3000 Medical Front Office and Electronic Health Records 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.*