


| TUITION | DURATION | TARGET CERTIFICATION |
|---------|----------|--|
| \$4,000 | 20 weeks | Apprentice Medical Scribe Professional (AMSP) Certified Medical Administrative Assistant (CMAA) |



| REQUIREMENTS |
|----------------------------|
| High School Diploma or GED |

Call us anytime 
(800)734-1175








PROGRAM DETAILS

The demand for Medical Scribes in the United States continues to grow, as more and more physicians and health care providers realize the benefits scribes bring to their practice. Traditionally, for every hour that physicians provide direct face time to patients - 2 more hours are spent on Electronic Health Records and other clerical work. A growing strategy to decrease this clerical burden is to use Medical Scribes trained to document patient encounters in real-time.

Since the EHR is at the core of a Medical Scribe's daily job functions, students will gain knowledge of medical clinic workflow systems by engaging and interacting with a Simulated Software Application. The book and software activities included in this program use a building block approach to learning the medical clinic workflow processes. This approach ensures students are prepared to synthesize and organize medical data into a coherent entry so that it complies with office protocols, federal regulations, and insurance requirements.

Additionally, the role of a Scribe will include clerical and administrative functions, graduates are also prepared to sit for the Certified Medical Administrative Assistant (CMAA) exam sponsored by the National Healthcareer Association (NHA). By obtaining certification as a CMAA, students demonstrate to employers that they can keep the medical office running efficiently and effectively. This combination of certifications provides graduates with a significant advantage in a competitive market, and the cost of both exams is covered by MedCerts.

Throughout the Medical Scribe and Administrative Professional program, students will learn to:

-  Understand basic human anatomy and utilize medical terminology in order to effectively communicate in a healthcare facility
-  Comply with relevant laws and ethics, the Omnibus Rule, HIPAA, and HITECH
-  Display strong attention to detail and accuracy with use of electronic health records
-  Demonstrate electronic health record documentation as applicable to the clinic workflow
-  Explain how medical coding plays a role and impacts the clinic workflow and revenue cycle
-  Gain an understanding of laboratory testing and pharmacology as applicable to the EHR
-  Discuss patient scheduling and related tasks for provider scheduling, intake procedures and preparation of records

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.

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 Scribe
- Medical Administrative Secretary
- Medical Office Assistant

| Certifications | Issuing Authority | Exam Details |
|---|---|---|
| Apprentice Medical Scribe Professional (AMSP) | American Healthcare Documentation Professionals Group (AHDGP) | 100 questions Time limit: 1 hour 15 minutes |
| Certified Medical Administrative Assistant (CMAA) | National Healthcareer Association (NHA) | 110 multiple choice questions Time limit: 2 hours 10 minutes |

| Course Code | Title | Hours | Weeks | Course Materials (Included) |
|-------------|---|-------|-------|-----------------------------|
| PS-1011 | Professionalism in Allied Health | 32 | 2 | None |
| HI-1014 | Introduction to Human Anatomy and Medical Terminology | 96 | 6 | PDF |
| HI-1011 | Medical Office Procedures and Administration | 96 | 6 | eBook |
| HI-6015 | Medical Scribe Essentials | 96 | 6 | eBook |

EXPERIENTIAL/CLINICAL COMPONENT:

Experiential/Clinical Component Requirements - (Does Not Apply to CMAA certification) The Apprentice Medical Scribe Professional (AMSP) credential is awarded to a candidate who successfully passes the Medical Scribe certification exam and possesses no less than 200 hours of documented front-line, on-the-job medical scribe experience.

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.