

HI 9500

Healthcare Administrative Professional



TUITION \$5,000 **DURATION** 25 weeks **TARGET CERTIFICATION**
 CMAA Certified Medical Administrative Assistant
 MCBC Medical Coder & Biller Certification
 CEHRS Certified Electronic Health Records Specialist



REQUIREMENTS
 High School Diploma or GED

Call us anytime
 (800) 734.1175

PROGRAM DETAILS

Healthcare Administration is the backbone of any medical facility – providing the necessary support to ensure patients’ questions are answered, billing, coding and insurance claims are properly processed and offices are properly organized.

Our online Healthcare Administration certification program provides the tools for a full scope of administrative careers with five courses over 25 weeks. Intro to Human Anatomy and Medical Terminology will build your core understanding of the language used in healthcare environments.

The three main Healthcare Administration courses are Medical Office Procedures and Administration, Electronic Health Records and Insurance and Billing & Coding Essentials. The combination of these three programs will ensure you have all-encompassing Healthcare Administration knowledge and have the flexibility to work in any medical office.

To ensure a comprehensive education experience, our Microsoft Office Basics program is included in your Healthcare Administration training. You’ll master the three core Microsoft Office programs used in any professional environment: Word, Excel and Outlook.

These five courses will prepare you for the following certification exams: Medical Coder & Biller Certification (MCBC), certified through the American Medical Certification Association (AMCA), Certified Medical Administrative Assistant (CMAA) and Certified Electronic Health Record Specialist (CEHRS) – each certified through the National Healthcareer Association (NHA) and accepted nationwide as the standard for the healthcare industry.

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

- Patient Service Representative
- Insurance Billing Specialist
- Medical Receptionist
- Medical Records Clerk
- Medical Billing Specialist
- Health Information Technician

Throughout the Healthcare Administrative Professional program, students will learn the skills to:

- ✔ Understand basic human anatomy and terminology utilized in the medical office
- ✔ Comply with laws, regulations, and guidelines related to the healthcare industry
- ✔ Appreciate how the use of Electronic Health Records effects patient safety and reimbursement
- ✔ Recognize ICD-10-CM, CPT, HCPCS and modifiers and how to utilize them for billing
- ✔ Perform Medical Front Office and other general administrative procedures

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.



TARGET CERTIFICATIONS

Certifications	Issuing Authority	Exam Details
Certified Medical Administrative Assistant (CMAA)	National Healthcareer Association	110 multiple choice questions Time limit: 2 hours 10 minutes
Medical Coder & Biller Certification (MCBC)	American Medical Certification Association	100 questions Time Limit: 2 Hours
Certified Electronic Health Records Specialist (CEHRS)	National Healthcareer Association	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 & Administration	96	6	eBook
HI-1014	Introduction to Human Anatomy and Medical Terminology	96	6	PDF eBook
HI 1015	Insurance, Billing and Coding Essentials	96	6	eBook
HI-1018	Electronic Health Records	64	4	eBook
MS-1000	Microsoft Office Basics	16	1	None

EXPERIENTIAL/CLINICAL COMPONENT:

Experiential/Clinical Component Requirements (not applicable to the HI-9500 Healthcare Administrative Professional 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.