

# HI 9000


## Allied Healthcare Professional



TUITION	DURATION	TARGET CERTIFICATION
\$6,000	33 weeks	CCMA Certified Medical Administrative Assistant MCBC Medical Coder & Biller Certification CEHRS Certified Electronic Health Records Specialist CPhT Certified Pharmacy Technician



REQUIREMENTS  
High School Diploma or GED

Call us anytime   
(800) 734.1175

### PROGRAM DETAILS

Graduates of the Allied Healthcare Professional online program have an undeniable edge in the marketplace. Not only will students receive cross-training in multiple disciplines, but they are uniquely qualified for a variety of in-demand and high growth careers.

This 8-Month online program provides courses in Medical Office Procedures and Administration, Human Anatomy and Physiology, Medical Terminology, Electronic Health Records, Microsoft Office Word and Excel, Pharmacy Technician and Insurance Billing and Coding Essentials. You'll build a well-rounded resume of knowledge with expertise in the front office arenas of insurance billing, coding, electronic health records and the medication background of a pharmacy technician.

When your program is complete, MedCerts covers your registration costs to sit for four Allied Healthcare Professional Certifications including Certified Medical Administrative Assistant (CMAA), Certified Electronic Health Records Specialist (CEHRS), Medical Coder & Biller Certification (MCBC) and Certified Pharmacy Technician (CPhT).

Some potential career opportunities and job titles include Health and Medical Administrative Services, Medical Office Management and Administration, Health Information/Medical Records Administration/Administrator and more.




### 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

- Medical Office Administration
- Medical Office Assistant
- Health Information Administrator
- Medical Insurance Specialist
- Patient Centered Care Coordinator
- Pharmacy Technician

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

-  Comply with pharmacy laws, HIPPA/HITECH, CMS and other healthcare regulations
-  Appreciate how the use of EHR, practice management & pharmacy systems effect patient safety and reimbursement
-  Recognize ICD-10-CM, CPT, HCPCS and modifiers and how to utilize them for billing

*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.*

**The Pharmacy Technician portion is program is not accepted in the following states: SC, LA, SD, VA, WV, UT, ND, OH, MI. Please consider our RX3000 program instead. \*\*WA State - speak to your Enrollment Advisor prior to enrolling**



### 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
Certified Pharmacy Technician (CPhT)	Pharmacy Technician Certification Board	90 multiple choice questions Time limit: 110 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-1018	Electronic Health Records	64	4	eBook
MS-1000	Microsoft Office Basics	16	1	None
HI-1015	Insurance, Billing and Coding Essentials	96	6	eBook
HI-1017	Pharmacy Technician Principles and Practices	128	8	eBook

### EXPERIENTIAL/CLINICAL COMPONENT:

Experiential/Clinical Component Requirements (not applicable to the HI-9000 Allied Healthcare 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.*