



# Administrative Medical Assistant Career Prep Certification Program

Qualifications: Students must have High School Diplomas or GED



## Curriculum

Administrative Medical Assisting is one of the fastest growing careers in the health care industry today. The need for professionals that understand how to utilize computerized medical office software and perform administrative office procedures is growing substantially. Physician practices, hospitals, chiropractic practices, and other health care providers all depend on administrative professionals for day-to-day support. In the Administrative Medical Assistant course, you will learn medical terminology, patient confidentiality, scheduling, customer service, basic patient documentation, and basic billing as well as other administrative duties required by front office personnel including Microsoft Windows, and Word. In addition, students will prepare and take the National Healthcareer Association (NHA) Medical Administrative Assistant Certification exam as well as the Microsoft Office Word certification exam.

Students will access the Medical Assistant component online and is self-paced, while Microsoft components will be taught by an instructor in the classroom.

This 430 hour program will allow the students the training to work in a Medical environment as a Administrative Medical Assistant.

## Tuition

- \$6,000
- 430 Hours

## Schedule

- Self Paced - Online

## Course Components Include:

- Identify parts of the human body.
- Describe the basic function of each body system.
- Utilize medical terminology in written and spoken communications.
- Define medical terminology commonly found in the medical record.
- Prepare and maintain the appointment schedule.
- Demonstrate proper telephone handling techniques.
- Compose and prepare medical correspondence. Transcribe a dictated medical report.
- Manage incoming and outgoing financial transactions for the medical practice.
- Complete basic insurance forms, including the use of ICD-10.
- Prepare to take the National Healthcareer Association (NHA) Medical Administrative Assistant Certification exam (included)
- Introduction to Windows
- Microsoft Word with Certification

For more information, please contact the Lackawanna College Training Institute at (570) 504-1586.