

Medical Office Administrative Assistant

Early Signing Bonus \$250 until June 30, 2019
Alumni Benefit \$250

Program Overview

August 26, 2019 – June 10, 2020

600-Hour Program: Monday – Thursday
5:30 – 9:30 pm

Price: \$5,294.00 – Prices subject to change
Class Size Limited to 17 Students



Gain the knowledge and skills needed to work in the medical field as a Medical Office Administrative Assistant. Learn about medical administration, basic computer skills, patient registration and admissions, basics of medical insurance and billing, medical law/ethics, medical terminology and employability skills. Qualifying students will sit for the Certified Medical Administrative Assistant (CMAA) Exam.

CERTIFICATIONS

- ◇ Medical Administrative Assistant Certification (CMAA)
- ◇ CPR Certification
- ◇ Certified Electronic Health Record Specialist Certificate (CEHRS)
- ◇ Certified Billing & Coding Specialist Certification (CBCS)

INCLUDES

- 590 Hours of Instructional Time
- 10 Hours Off-Site Observation Experience
- Hands-On Practice with Medical Office Software
- Textbooks
- Uniform Shirts
- Certification Exam Fees
- Basic Computer Skills
- Job Placement Assistance Available

LEARNING MODULES

Medical Electronic Health Records
Medical Terminology
Medical Billing Basics
Computer Skills for the Medical Office
Job Readiness Skills
Medical Law & Ethics
Medical Insurance
Professional Communication
Patient Education/Registration/Admissions
OSHA & Bloodborne Pathogens Training
CPR/Medical Terminology Training
Emergency Preparedness/Assisting with Medical Emergencies

Financial aid available for those who qualify.

Job Outlook for Secretaries & Administrative Assistants According to Bureau of Labor Statistics

(CIP: 51.0710)

Employment of medical secretaries is projected to grow much faster than average (14% or higher) from 2014-2024. Employment growth will be driven by rapid growth of the healthcare and social assistance industries. An anticipated increase in the use of medical services by an aging population will require many additional secretaries. The median annual wage for medical secretaries was \$15.50 hourly or \$32,240 annually in May 2014.

In Ohio, jobs in the Medical Administration field are expected to grow by 26.9% in the year 2022.



Call 300-725-8461 to register or for information about the educational debt, earnings, and completion rates of students who attended this program, please visit our website at https://mcjvs.edu/ge_programs/medicaladmin.html

Medina County Career Center Adult Education division is accredited by the Commission of the Council on Occupational Education, 7840 Roswell Road, Building 300, Suite 325, Atlanta, GA 30350, Telephone 770-396-3898/ FAX 770-396-3790.

Rev. 11/18

**Our Mission . . .
To Develop Workforce Skills that Empower
People and Companies to Succeed**