

HI 1200

MEDICAL FRONT OFFICE ADMINISTRATION SPECIALIST



PROGRAM DETAILS

Medical Front Office jobs can look different depending on the type of healthcare environment you work in, but you should expect daily patient interaction and performing any administrative task that supports the medical office. Some of those tasks could include records and information management, basic coding, financial management, appointment scheduling, and both in person and telephone customer service.

Our medical administration training will prepare you to begin a lucrative career in the front office environment of any healthcare facility. Through the completion of three courses, you'll have a versatile education in Medical Administration.

Medical Office Procedures and Administration, Microsoft Office Basics, and Introduction to Human Anatomy and Medical Terminology courses will set you up for the beginning of a successful, long-lasting career. The combination of understanding medical jargon and the standard software used in all offices creates a solid base. With the addition of the specific practices of medical administration, scheduling systems, and HIPAA regulations, you'll be confident walking into any medical front office.

Completing our courses will prepare you to pass the Certified Medical Administrative Assistant (CMAA) exam, sponsored by the National Healthcareer Association (NHA). Your program tuition covers the registration cost of your exam and upon passing you'll be qualified to work in hospitals, doctor's offices, clinics and a variety of other healthcare facilities.

COURSES

PS-1011 - Professionalism in Allied Health

HI-1011 - Medical Office Procedures and Administration

MS-1000 - Microsoft Office Basics

HI-1014 - Introduction to Human Anatomy and Medical Terminology

AT THE END OF THIS PROGRAM, YOU WILL BE ABLE TO:

- ✓ Comply with basic medical ethics as well as HIPAA/HITECH, OSHA, CMS regulations.
- ✓ Evaluate a medical office's scheduling needs and appropriately book patient services.
- ✓ Accurately obtain patient information, verify insurance coverage, and prepare encounter forms.
- ✓ Correctly file medical records, and perform basic financial and other general office procedures.

ATTAINABLE CAREERS

**Medical Administrative
Assistant**

Medical Secretary

Medical Office Assistant

Medical Receptionist

**Patient Centered Care
Coordinator**

**Patient Services
Representative**

TARGET CERTIFICATIONS

Certified Medical Administrative Assistant (CMAA)



ISSUING AUTHORITIES



While this 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 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.



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