

MEDICAL ADMINISTRATIVE ASSISTANT CERTIFICATE PROGRAM

This course is designed to equip student with the necessary skills to effectively work as Medical Front Office Administrative Assistant. Students will learn how to use medical software i.e. (Medisoft Patient software) to enter patient demographics, billing information, procedure, and diagnostic codes. The student will then begin several days of simulations to complete tasks such as: triage, reports, banking, claims, travel arrangements, charting, proofreading, and other critical thinking exercises. This course would be excellent preparation for any front office position in a medical office.

PROGRAM	UNITS	ELEGIBILITY	DURATION	MODE OF STUDY	INTAKE
MEDICAL ADMINISTRATIVE ASSISTANT	Medical Terminology Medical Office Procedures Electronic Health Records MS Office Core Customer Relations Communication Basic Statistic Analysis Outlook Keyboarding 35WPM Exams	High School Certificate	20Week Program	Online	Ongoing