

HI 1000

Medical Front Office Assistant and Administration Specialist

21 weeks
DURATION



High School Diploma or GED
REQUIREMENTS



PROGRAM DETAILS

This program is designed to equip you with the skills necessary to provide excellent administrative support in an office environment and the knowledge to achieve the Certified Medical Administration Assistant (CMAA) and Medical Coder & Biller Certification (MCBC).






National certifications prove that you have the expertise to perform routine administrative tasks to help keep the physician's offices and clinics running efficiently. You will acquire a basic understanding of medical diagnoses and procedures to gain the advantage in the billing and coding market.

This 19-week online certification program provides comprehensive training in areas including Medical Office Procedures and Administration, Human Anatomy, Medical Terminology, Medical Office Computer Applications, and Insurance Billing and Coding Essentials. Upon completion of the program, you will be skilled in areas of Medical Office Administration and Medical Insurance Reimbursement, and prepared for dual healthcare certifications (CMAA and MCBC), increasing your marketability in the field and allowing for greater flexibility in your career path.

Throughout your enrollment, our highly skilled, trained and certified Student Support Advisors are there to provide ongoing support and assist you with subject matter inquiries.

COURSES

- PS 1011** Professionalism in Allied Health
- HI 1011** Medical Office and Procedures Administration
- MS 1000** Microsoft Office Basics
- HI 1014** Human Anatomy and Medical Terminology
- HI 1015** Insurance Billing and Coding Essentials

-  Understand basic human anatomy and terminology utilized in the medical office
-  Comply with HIPAA/HITECH, OSHA, CMS and other healthcare regulations and laws
-  Appropriately schedule patient services, understand insurance coverage and perform other medical front office procedures
-  Differentiate between CPT, ICD-9, ICD-10-CM, HCPCS codes and know how to file a claim
-  Comprehend payment adjudication, various claim statuses, and the resubmission process

ATTAINABLE CAREERS

- Medical Front Office Assistant
- Medical Office Management
- Medical Receptionist
- Medical Billing Specialist
- Medical Insurance Specialist
- Billing Representative
- Health Care Administrator
- Patient Care Coordinator



TARGET CERTIFICATIONS

- CMAA** Certified Medical Administrative Assistant
- MCBC** Medical Coder & Biller Certification

As a MedCerts Student, you also have the added benefit of Job Search Assistance including guidance with resume building, networking, interviewing, and job search tips.