

HI 6500

Medical Scribe & Administrative Professional

20 weeks  
DURATION ISSUING AUTHORITIES

High School Diploma or GED
REQUIREMENTS



PROGRAM DETAILS

The demand for Medical Scribes in the United States continues to grow, as more and more physicians and health care providers realize the benefits scribes bring to their practice. Traditionally, for every hour that physicians provide direct face time to patients - 2 more hours are spent on Electronic Health Records and other clerical work. A growing strategy to decrease this clerical burden is to use Medical Scribes trained to document patient encounters in real-time.

Since the EHR is at the core of a Medical Scribe's daily job functions, students will gain knowledge of medical clinic workflow systems by engaging and interacting with a Simulated Software Application. The book and software activities included in this program use a building block approach to learning the medical clinic workflow processes. This approach ensures students are prepared to synthesize and organize medical data into a coherent entry, so that it complies with office protocols, federal regulations, and insurance requirements.

Additionally, the role of a Scribe will include clerical and administrative functions, graduates are also prepared to sit for the Certified Medical Administrative Assistant (CMAA) exam sponsored by the National Healthcareer Association (NHA). By obtaining certification as a CMAA, students demonstrate to employers that they can keep the medical office running efficiently and effectively. This combination of certifications provides graduates with a significant advantage in a competitive market, and the cost of both exams is covered by MedCerts!

COURSES

- PS 1011 Professionalism in Allied Health
- HI 1014 Introduction to Human Anatomy & Medical Terminology
- HI 1011 Medical Office Procedures and Administration
- HI 6015 Medical Scribe Essentials

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

- ✔ Gain knowledge of medical terminology, disease processes, anatomy and physiology
- ✔ Comply with relevant laws and ethics, the Omnibus Rule, HIPAA, and HITECH
- ✔ Display strong attention to detail and accuracy with use of electronic health records
- ✔ Discuss patient scheduling and related tasks for provider scheduling, intake procedures and preparation of records
- ✔ Understand laboratory testing and pharmacology as applicable to EHR
- ✔ Explain how medical coding plays a role and impacts the clinic workflow and revenue cycle

ATTAINABLE CAREERS

- Medical Scribe
- Medical Administrative Assistant
- Medical Records Specialist
- Medical Secretary



TARGET CERTIFICATIONS

- AMSP Apprentice Medical Scribe Professional
- CMAA Certified Medical Administrative Assistant