HI 1200
Medical Front Office Administration Specialist

MedCerts — A Stride Company

TUITION	DURATION	TARGET CERTIFICATION	CERTIFICATION PROVIDER	ENROLLMENT REQUIREMENTS
$2,000	102 weeks	Certified Medical Administrative Assistant (CMAA)	nha	At least 16 yrs of age / Completed 10th Grade Education (or equivalent) / Legal Guardian Authorization

Call us anytime
877. 219. 3306

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). MedCerts 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.

Throughout the Medical Front Office Administration Specialist program students will learn 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.

While MedCerts 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. We strongly advise students to research target job posts from area employers and relevant state requirements, barriers, or restrictions prior to enrollment to ensure eligibility upon graduation.

Some training programs and/or certifications may not be accepted in your state, please review our State Restriction page to confirm eligibility

ATTAINABLE CAREERS

- Medical Administrative Assistant
- Medical Office Assistant
- Patient Centered Care Coordinator
- Medical Secretary
- Medical Receptionist
- Patient Services Representative

TARGET CERTIFICATIONS

Certifications	Issuing Authority	Exam Details
Certified Medical Administrative Assistant (CMAA)	National Healthcareer Association (NHA)	110 multiple choice questions Time limit: 2 hours 10 minutes

Course Code	Title	Hours	Weeks	Course Materials (Included)
PS-1011	Professionalism in Allied Health	32	10	None
HI-1011	Medical Office Procedures and Administration	96	30	PDF eBook
MS-1000	Microsoft Office Basics	16	6	None
HI-1014	Introduction to Human Anatomy and Medical Terminology	96	30	PDF eBook
	CMAA Certification Pathway		26	

CERTIFICATION ELIGIBILITY REQUIREMENTS

Each certification body has its own eligibility requirements. Please make yourself familiar with these before applying for national certification testing. MedCerts sponsors certification but it is up to the student to ensure they meet eligibility requirements. The National Healthcareer Association allows students to take their certification exam up to 12 months prior to graduation from high school and will issue a provisional certification upon passing the exam. To earn full certification after graduation, you must provide proof of graduation (high school diploma or GED) upon obtaining your degree.

EXPERIENTIAL/CLINICAL COMPONENT:

Experiential/Clinical Component Requirements (not applicable to the HI-1200 Medical Front Office Administration Specialist Program) – Once students complete this program, they will be able to immediately start seeking employment in this field. Experiential learning or clinicals are not required to get a job in this field.

CRIMINAL BACKGROUND CHECKS AND DRUG SCREENING POLICY:

MedCerts does not perform criminal background checks, nor do we test students for illicit drug use. Please be advised that while MedCerts does not perform these checks, the student's drug, criminal, or immunization status may prevent clinical/externship placement and future employment as a healthcare or IT professionals. Externship sites, employers, and State Boards of Pharmacy or other regulatory boards have regulations about immunizations, drug use, and criminal backgrounds. Regulatory boards, externship sites, employers, and other organizations that may require these screenings for placement, and adverse results may prohibit you from moving forward in the program. Candidates with a felony conviction are not eligible to participate in ANY MedCerts program that includes the Pharmacy Technician certification as a primary or secondary certification

The student and guardian understand that MedCerts does not hold any control over the drug, immunization, criminal, or background screening processes or policies held by any organization outside of MedCerts.

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Upon 100% completion of this program, students will receive a "MedCerts Certificate of Completion." This is proof of completion of training but isn't a nationally recognized certification. Students are expected to take and pass the national certification exam through the issuing authority for recognized certification in their field.

Please carefully review the above program specific information and contact your Student Success Advisor if you have any questions or require further clarification of the contents.