

Medical Administrative Assistant Certificate



Professional and Continuing Education

The healthcare industry is growing rapidly due to the country's aging population and new healthcare laws. Within the large and growing healthcare industry, medical administrative assistants play a key role in making sure everything runs smoothly. Train affordably without sacrificing quality. This program's comprehensive curriculum was developed by industry professionals with years of experience and is certified by the National Health Career Association (NHA).



Who Should Attend

Professionals who are interested in working in doctors' offices, dental offices, hospitals, outpatient clinics, insurance companies and many other medical facilities.

Skill Sets

- Updating and organizing medical records
- Scheduling and coordinating appointments
- Verifying patient insurance
- Completing and submitting insurance claims
- Preparing correspondence between medical providers and their patients
- Providing quality customer service to patients
- Handling front office administrative operations
- Gain the necessary knowledge and skills to begin working immediately upon graduation

the Certified Medical Administrative Assistant (CMMA) exam, train you on the Microsoft Office suite and help you gain the necessary knowledge and skills to begin working immediately upon graduation.

Career Pathways

These professionals can be found working in doctors' offices, dental offices, hospitals, outpatient clinics, insurance companies and many other medical facilities.

Training Time

Program Orientation	1
Working as an Administrative Assistant	3
Computer Fundamentals	5
Keyboard Kinetics	10
Beginning Microsoft Word 2007	10
Beginning Microsoft Excel 2007	10
Healthcare Structure and Organization	25
Medical Law and Ethics	5
Healthcare Documentation	10
Exploring Healthcare Reimbursement	25
Medical Word Building	15
Basic Anatomy	15
Mastering Medical Language	5
Grammar and Punctuation	10
Medical Office Procedures	20
Medical Office Management	20
Practice Finances	10
Final Exam Preparation	1

Delivery Format

- The entire program is offered online
- Start anytime during the quarter
- Complete it from the convenience of your home and on your schedule
- Progress at the pace that matches your learning style



Requirements

Must have access to a computer, Internet and an active e-mail account.

Certificate Completion

The curriculum is specially designed to prepare you for

For more information, contact the PACE Program staff at (909) 537-5976, or email pace@csusb.edu.

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Total Hours: 200