

Medical Office Assistant

Educational Objectives:

The Medical Office Assistant Program is designed to empower students with real-world administrative and clinical skills essential for a career in the modern medical office – with a focus on helping students apply what they’ve learned. This program includes Microsoft office basics, expanded content on medical office accounts, collections, banking, practice management, medical terminology, A&P, and pathology to support foundational learning. Students will learn the leading skills of modern administrative and clinical medical assisting in the classroom. The comprehensive coverage of all administrative and clinical procedures will prepare them for a wide array of Medical Assisting jobs.

This course also gives students a solid understanding of health insurance, its types and sources, and the ethical and legal issues surrounding it. This course incorporates the latest information surrounding ICD-10, the Patient Protection and Affordable Care Act, and other timely federal influencers, as it guides students through the important arenas of health insurance such as claims submission methods, the claims process, coding, reimbursement, hospital billing, and more. Students will come away with a clear understanding and working knowledge of the latest advances and issues in health insurance.

This extremely flexible program allows students versatile career paths by getting certifications in the following; Administrative Assistant/Medical Assistant and Billing and Coding Specialist.

Potential Occupations:

This training can lead to a career as a Medical Assistant, Claims Processor, Medical Front Office Support, outpatient clinic support, Insurance Billing and Coding Specialist, Medical Secretary, Medical Records and Health Information Technician, Medical Billing Specialist, Medical Office Specialist, Nursing Aid, Insurance Claims and Policy Processing Clerk, and Front Desk Receptionist.

Admission Requirements:

This program requires a high school diploma or GED. The student must take the Wonderlic Verbal Test and score a 297 or above. Students must have a familiarity with the keyboard and be able to utilize a mouse to qualify. A student must take a typing test and maintain an average of 25 w.p.m. or greater and should the student not possess this then a typing tutor course will be included with their training program at no extra charge. Upon successful completion of all courses entailed and the ability to type 35 w.p.m., the student will graduate from the Medical Office Assistant Program and receive a diploma.

Course Tuition: \$5,995

Total Hours: 352 Hours

MEDICAL OFFICE ASSISTANT

352 HOURS

Course Number	Course Name	Exam	Certification
HP 01-03	The Medical Assistant and SimChart for the Medical Office	MAC or MAAC	Medical Assistant Certification or Medical Administrative Assistant Cert
HP 04	Computers and Office Applications		
HP 06	Health Insurance Today: Billing and Coding	BCSC	Billing Coding Specialist Certification

Tuition Prices for Medical Office Assistant

Tuition Only	\$5,995
Tuition with optional Certification Package <i>INCLUDES: Exam vouchers, test preparation software keys, additional lab time, hands on breakout sessions, voucher administration and one on one Instructor time to develop a plan to address weak areas to prepare for exams from special testing software.</i>	Based on the quantity and type of exams chosen, prices will vary, See your Education Consultant.

Students who purchased test prep packages and completed the above courses are eligible to take the exam for the corresponding certifications. Pass of certification exams is not guaranteed.



Office Application Courses

HP 04 Computers and Office Applications

This course focuses on the essential skills needed to successfully apply the Microsoft Word, Excel, Outlook, and PowerPoint software products in office situations.

Topics include:

- Word Level 1- Formatting text and paragraphs, managing lists, adding tables, inserting graphic objects, controlling page appearance, and preparing to publish a document.
- Excel Level 1- Performing calculations and modifying, formatting and printing, and managing workbooks.
- Outlook Level 1- Formatting messages, working with attachments and illustrations, customizing message options, organizing messages, managing contacts, working with the Calendar, and working with tasks and notes.
- PowerPoint Level 1- Developing a presentation, performing advanced text editing, adding graphical elements, modifying objects, adding tables and charts, and preparing to deliver a presentation.



Healthcare Information Courses

HP 01-03 The Medical Assistant and SimChart for the Medical Office

This course will teach real-world administrative and clinical skills essential for a career in the modern medical office – always with a focus on helping students apply what they’ve learned. The comprehensive coverage of all administrative and clinical procedures prepares you for a wide array of Medical Assisting jobs.

Topics include:

- Introduction to Medical Office Assisting- The professional medical assistant and the healthcare team, therapeutic communication, legal principles, healthcare laws, and healthcare ethics.
- Fundamentals of ambulatory care administration and advanced ambulatory care administration- Technology, written communication, telephone techniques, scheduling appointments and patient processing, health records, daily operation and safety, patient accounts and practice management, and advanced roles in administration.
- Coding and medical billing- Health insurance essentials, diagnostic coding, procedural coding, medical billing, and reimbursement essentials.
- Fundamentals of clinical medical assisting- Anatomy and medical terminology, infection control, vital signs, physical examination, patient coaching, nutrition and health promotion, surgical supplies and instruments, assisting with surgical procedures, electrocardiography, and medical emergencies.
- Assisting with medications and medical specialties- Principles of pharmacology, pharmacology math, administering medications, ophthalmology and otolaryngology, dermatology, allergy and infectious disease, gastroenterology, orthopedics and rheumatology, neurology, behavioral health, endocrinology, cardiology, pulmonology, urology and female reproduction, obstetrics and gynecology, pediatrics and geriatrics.
- Assisting with clinical laboratory procedures- Clinical laboratory, urinalysis, blood collection, analysis of blood, and microbiology and immunology.
- Job seeking- Skills and strategies.
- Risk management, preparing the schedules, scheduling telephone appointments and inpatient consultations, written communications, records management, and patient list.
- Patient reception, medical transcription, scheduling emergency or urgent appointments.
- Insurance claim form, preparing the Superbill, records management, office management, and inventory management.
- Health history form, obtaining information from the EHR, identifying EHR features.



HP 06 Health Insurance Today: Billing and Coding

This course gives students a solid understanding of health insurance, its types and sources, and the ethical and legal issues surrounding it. This course incorporates the latest information surrounding ICD-10, the Patient Protection and Affordable Care Act, and other timely federal influencers, as it guides students through the important arenas of health insurance such as claims submission methods, the claims process, coding, reimbursement, hospital billing, and more. Students will come away with a clear understanding and working knowledge of the latest advances and issues in health insurance.

Topics include:

- Building a foundation- The origins of health insurance, tools of the trade, the legal and ethical side of medical insurance, and health care reform.
- Health insurance basics- Claim submission methods, reimbursement methods, the changing face of managed care, understanding and conquering Medicaid, military carriers, workers' compensation, and disability insurance.
- Cracking the codes- Diagnostic coding, procedural, evaluation and management, and HCPCS coding.
- The claims process- The patient, keys to successful claims management, the role of computers in health insurance, reimbursement procedures, hospital billings, and the UB-04.

