

MEDICAL ADMINISTRATIVE ASSISTING INDUSTRY FACTS



WHAT DO MEDICAL ADMINISTRATIVE ASSISTANTS DO?

Healthcare is changing. With healthcare reform, medical records must move to an electronic format, which has created an incredible need for administrative professionals

trained on electronic health record (EHR) software. Medical administrative assistants with EHR skills are the specialized administrative personnel increasingly in demand to keep the modern medical office running smoothly. Specific responsibilities vary from location to location, but may include:

- Creating and updating patients' electronic health records
- Managing the day-to-day operations of a medical facility
- 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

WHERE DO MEDICAL ADMINISTRATIVE ASSISTANTS WORK?

Medical administrative assistants work in a professional environment in a variety of healthcare facilities, and the demand for them will only increase as electronic health records become more standard. Positions can be found in doctors' offices, hospitals, outpatient clinics, and many other types of healthcare facilities.

HOW MUCH DO MEDICAL ADMINISTRATIVE ASSISTANTS EARN?

The U.S. Department of Labor reports that the middle 50% of medical administrative assistants earn between \$27,070 and \$39,540* a year. You may also be able to increase your earning potential by earning industry certifications such as the Certified Medical Administrative Assistant (CMAA) and Certified Electronic Health Records Specialist (CEHRS) credentials.

IS THE MEDICAL ADMINISTRATIVE ASSISTANT FIELD GROWING?

The U.S. Department of Labor reports that the need for medical administrative assistants is growing faster than demand in other fields.

- **Thousands of new jobs** – Over 64,000 new jobs are expected for medical administrative assistants before 2024. Professionals with EHR expertise will be in the highest demand.
- **Growing demand for healthcare services** – Healthcare as a whole is expected to add over 2.3 million new jobs over the next few years, which is driven by an aging population that requires more care. This rapid industry expansion will greatly increase the need for administrative personnel, especially those with EHR expertise.
- **Shift to technology** – Healthcare is changing, and government healthcare reform is pushing facilities to move to electronic health records, making EHR skills stand out in the job market.

*U.S. Department of Labor, Bureau of Labor Statistics

MEDICAL ADMINISTRATIVE ASSISTANT WITH EHR PROGRAM DETAILS

TRAINING DESIGNED TO IMPROVE YOUR LIFE

Built on over 20 years of experience in training high-quality healthcare professionals, the Medical Administrative Assistant with EHR program helps you quickly gain the knowledge and skills you need to get a good job to better support your family and improve your financial security in as little as 3 months.

PREPARE FOR THE FUTURE

Train affordably without sacrificing quality. This program's comprehensive curriculum was developed by industry professionals with years of experience and is approved by the National Healthcare Association (NHA). The curriculum is specifically designed to:

- Prepare you for the Certified Medical Administrative Assistant (CMAA) and Certified Electronic Health Record Specialist (CEHRS) exams
- Train you on the industry-standard ezEMRx EHR software
- Help you gain the necessary knowledge and skills to begin working immediately upon graduation

LEARN AT HOME

With online training, you can minimize the challenges of taking time out to return to school. The online training format offers distinct advantages, including the opportunity to:

- Study on a schedule that fits your life
- Progress at the pace that matches your learning style
- Enjoy the flexibility to adjust the time and effort you devote to your coursework each day

ACCOMPLISH YOUR GOALS WITH USEFUL EDUCATION

Our curriculum is designed to help you accomplish your goal of getting a job. In addition to comprehensive curriculum and online flexibility, you'll have access to 3 instructor support teams—Student Support, Technical Support, and Graduate Support—to ensure that you can complete your education and prepare for a better future! All of these support teams are committed to helping you:

- Graduate quickly
- Prepare for the CMAA and CEHRS exams
- Successfully move into the workforce

PROGRAM OVERVIEW AND APPROXIMATE COMPLETION HOURS

| MODULE | Hours |
|---|------------|
| Orientation | |
| Program Orientation | 1 |
| Computer Fundamentals | 7 |
| Microsoft Office Training Orientation | 1 |
| Microsoft Office 2016 | |
| Word 2016: Beginner | 10 |
| Excel 2016: Beginner | 12 |
| Medical Administrative Assistant with EHR | |
| Working as an EHR Office Professional | 3 |
| Keyboard Kinetics | 10 |
| Grammar and Punctuation | 10 |
| Healthcare Structure and Organization | 25 |
| Medical Laws and Ethics | 5 |
| Health Insurance Portability and Accountability Act | 5 |
| Healthcare Documentation | 10 |
| Exploring Healthcare Reimbursement | 25 |
| Medical Word Building | 15 |
| Basic Anatomy | 20 |
| Mastering Medical Language | 23 |
| Medical Office Procedures | 20 |
| Medical Record management | 60 |
| Medical Office management | 12 |
| Practice Finances | 10 |
| Final Exam Preparation | 1 |
| TOTAL | 285 |