

Medical Administrative Assistant w/ Electronic Health Records



CURRICULUM LEARNING OBJECTIVES

This course focuses on the use of electronic health records (EHR) for medical documentation and patient management. Core topics include medical office management, legal, ethical, and regulatory concepts, medical records and documentation, electronic health records and managing medical records. Students will be able perform the required software tasks following a patient visit from start to finish. Upon completion, the student will have the knowledge to sit for industry-recognized certifications.

TOPICAL OUTLINE:

Week	Topic	
Week 1-2	Welcome; Organization of the Body (2wks)	Medical Terminology
Week 3-4	Legal & Ethical Issues (2wks)	Compliance
Week 5	Healthcare & the Healthcare Team (2wks)	Compliance
Week 6	Office Equipment & Supplies (1wk)	Patient Intake
Week 7-9	Communication (intrapersonal, telephone, written & electronic) (2wks)	Office Procedures & Policies
Week 10	Scheduling (2wks)	Scheduling
Week 11	Patient Interview & History (1wk)	Patient Intake
Week 12-16	Medical Records & Documentation (4wks)	Office Logistics
	Electronic Health Records	Office Logistics
	Managing Medical Records	Office Logistics
Week 17-18	Professionalism & Success (1 wk)	Career Success
Week 18	Preparing for the World of Work (1wk)	Career Success



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 average salary of medical administrative assistants earn \$42,100 a year (<https://www.salary.com/research/salary/alternate/medical-administrative-assistant-salary/nc>).

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

TRAINING DESIGNED TO IMPROVE YOUR LIFE

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 4 months.

PREPARE FOR THE FUTURE

Train affordably without sacrificing quality. This program's comprehensive curriculum was developed and 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
- 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. We are committed to helping you:

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

