

Medical Administrative Assistant Certificate Program

Job Description

A medical administrative assistant supports physicians and nurses with patient care. Job responsibilities include scheduling appointments, maintaining medical records, billing and clerical duties, arranging for a patient's admission to a hospital and ordering laboratory work. A medical administrative assistant primarily works in doctor's offices, clinics, outpatient settings and hospitals.



Requirements to enter Medical Receptionist Certificate Program

- A high school diploma.
- Should be proficient in MS Word and Excel. (six-week online courses in Word and Excel are available at: www.ed2go.com/madonnaedu)

Medical Receptionist Certification Program

This 50-hour course prepares students to function effectively in many of the administrative and clerical positions in the health care industry. Students will learn medical terminology, insurance billing and coding, medical ethics, customer service and legal aspects of handling patient care and records.

This course prepares students to apply for positions entitled: medical receptionist, medical secretary or medical office specialist.

Course Objectives:

- Explanation of the role of medical administrative assistant
- History of medicine law, malpractice, ethics and practice specialties
- Business communication, appointment scheduling and general office duties
- Medical records management and confidentiality of medical records
- Fraud abuse and compliance
- Documentation and risk assessment
- Abbreviations and symbols used in a medical office
- Introduction to medical accounting, financial statements, HIPPA, health insurance coverage and coding procedures
- Banking procedures and services
- Nonclinical review of the following procedures:
 - Specimen collection, laboratory safety and federal and state regulations
 - Taking and documenting vital signs
 - Assisting with medical emergencies

This course is a partnership between Madonna University and Condensed Curriculum, Inc.

- **No clinicals, internships or externships are offered with this course.**
- **Our medical certificate programs provide a comprehensive approach to job skills training using best practices, theories and concepts, and practical knowledge. Earning a Certificate of Attendance in this course does not guarantee students employment as they enter the workforce.**

Job Outlook

U. S. Bureau of Labor Statistics projects employment of "receptionist positions" are expected to increase by 15 percent from 2011 to 2018, which is faster than the average for all occupations. Employment growth will result from growth in industries such as offices of physicians and in other health practitioners, legal services, personal care services, construction, and management and technical consulting.