MEDICAL OFFICE SPECIALIST

NATIONALLY CERTIFIED AS A
MEDICAL ADMINISTRATIVE ASSISTANT (CMAA)
CERTIFIED MEDICAL BILLER (CPB)

A Medical Administrative Assistant is a versatile professional. The duties that are performed vary not only from office to office but even within the same office. Medical Administrative Assistants perform routine duties within the offices of many types of health professionals, including physicians, chiropractors, cardiologists and others. In addition, individuals can accomplish various jobs in the hospital environment, and some are employed by freestanding emergency centers and surgery centers.

Opportunities for Certified Medical Administrative Assistants are growing because of the constant change within the medical profession and the surge of cross-training, which means that one individual is trained to do a variety of duties.

Certified Medical Administrative Assistants greet patients as they arrive, obtain basic registration information, assemble patient’s medical records, office accounting, filing, handle all correspondence and scheduling of outpatient procedures, consultations and appointments. In addition, they must have a basic knowledge of procedure and diagnostic coding, the ability to complete insurance forms and to determine insurance coverage and limitations for the patient.

This certification program will teach you the practical real-world skills essential for success in the healthcare field. This completely inclusive course consists of Medical Terminology, Medical Front Office Skills, EHR/EMR for the Medical Office and the Administrative Medical Assistant. You will learn MedTrak electronic records system used in many medical offices. In addition, upon completion of all courses, you will sit for your CMAA (Certified Medical Administrative Assistant) Examination and CBCS (Certified Billing Specialist) through the National Healthcareer Association.

VA, GI Bill, MYCAA, Aspire, Department of Labor, DHHS, vouchers are accepted for payments.
CERTIFIED MEDICAL OFFICE SPECIALIST
COURSE DESCRIPTION

This course requires the following classes:

- **MEDICAL TERMINOLOGY** - (16 weeks) Online students will be assigned an online instructor available to answer questions and will be linked with the CMAA curriculum.

- **CMAA** - (16 weeks) This course will teach you everything you need to successfully pass the CMAA exam through the National Healthcareer Association. Classes are held once a week for 3 hours. You will learn health information in the medical office, billing and coding procedures, financial and practice management and administrative duties. In addition, we take you through the "virtual medical office" to help you develop critical thinking and decision-making skills that you will need on the job. This program gives you the opportunity to practice "real" medical assisting skills before you start working in the real world. You will perform actual administrative duties like managing patient scheduling in a multi-doctor practice, complete actual medical office forms, practice taking phone messages, and transcribing doctor’s notes as well as gaining experience with the actual medical office software SimChart. You will learn HIPAA compliance and hands-on practical use of this program from both the administrative and clinical perspective. This course is designed for those already in medical office administration or those looking to enter the medical front office field as a Certified Medical Administrative Assistant, Transcriptionist or Medical Coder.

- **MEDICAL PROFESSIONAL** - (36 weeks) - This course includes Medical Office Specialist course (Certified Medical Administrative Assistant) as well as all of the Medical Billing & Coding with CPC, leaving you with 3 national certifications. It also includes our program at a discounted rate. The program begins with Terminology/A&P and CMAA and then you begin the Coding program at week 17. The discounted program can be found on the enrollment form labeled Medical Professional and would include the books provided below as well as for the coding course:

**BOOKS INCLUDED ARE:**
- Medical Terminology and Anatomy for ICD10 Coding
- Electronic Health Records: Understanding the Medical Office Workflow
- Kinn's Medical Administrative Assistant
- Insurance Handbook for the Medical Office
CMAA COURSE ENROLLMENT AGREEMENT

(PLEASE PRINT AND MAIL OR EMAIL OR FAX REGISTRATION FORM TO ABOVE ADDRESS)

NAME: ____________________________________________

ADDRESS: _________________________________________

CITY: ___________________ STATE: ___ ZIP: ________

PHONE NUMBER: ______________ (H) ______________ (C)

E-MAIL: _________________________________________

LOCATION ATTENDING START DATE _______________
OR START DATE: ______________
ONLINE

SINGLE PAYMENT METHOD

****Please make checks payable to the Academy of Medical Professions****

- $500 Deposit is required for Payment Plan Options
- $300.00 Non-refundable enrollment fee is already included in the price
- Voucher Payments: (I.E. Goodwill, Dept Of Labor, VA, MyCAA, Etc.)

ONE TIME FULL PAYMENT
Self-Pay Voucher
______ ____

$3,000 Medical Office Specialist (CMAA & CPB)

$6,100 Medical Professional (CMAA, CPB & CODING)

Voucher Payments:

Name Of Organization Paying: ____________________________________________

Point of Contact: _______________________________________________________

If taking a program that requires Medical Terminology, please indicate the following:
Place Start Date Next To Option

____________ I INTEND TO TAKE THE PROGRAM ALL TOGETHER

____________ I INTEND TO BREAK UP MY COURSES BY TAKING TERMINOLOGY FIRST

WHERE DID YOU HEAR ABOUT OUR COURSES? ____________________________

IF FROM AN ADULT EDUCATION OR COLLEGE BROCHURE PLEASE LIST WHICH ONE:
CONTRACT AGREEMENT

I, __________________________ hereby agree to the above-mentioned terms of the program. I have read and understand the REFUND POLICY and STANDARDS OF PROGRESS for this course and agree to its terms.

SIGNATURE: __________________________ DATE: __________

PAYMENTS MADE BY CREDIT CARDS

CREDIT CARD #: __________________________

EXPIRATION DATE: _______ SECURITY CODE: _______

NAME AS IT APPEARS ON CARD: __________________________

ADDRESS WHERE CARD IS SENT IF DIFFERENT FROM REGISTRATION FORM:

_____________________________________________________

FULL PAYMENT $_________ Date you wish to have payment taken: __________

PAYMENT PLAN DOWN PAYMENT Amount $500.00 Date to take out deposit from credit card: __________

PAYMENT PLANS

Other Monthly Payment plan options available through TFC Tuition, for more information contact the Academy
All payment plans do require a $500 down payment which is deducted from the cost of tuition

Choose One program

_____ $3,200 (CMAA)

_____ $6,300 (Office Professional)

Payment Plan

______ $500 Down Payment/ $300/month until paid in full.

SS# __________________________ DATE OF BIRTH: __________________________

_____ (initial) I agree to the payment plan chosen above

_____ (initial) I agree that if I have a payment plan, that I will keep it in good standing, and that if my account is sent to collections, I am responsible for the legal fees, late fees, and payment plan I have agreed to