

ADMINISTRATIVE MEDICAL ASSISTANT

Approved
Health Career Program

 **NEW**
EDUCARE
INSTITUTE *of* HEALTHCARE

www.neweducare.com

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Administrative Medical Assistant Program

also referred to as The Medical Administrative Assistant

Administrative Medical Assistant or Medical Administrative Assistant is a healthcare career program for students to pursue a career in the healthcare industry. The intent of this program is to prepare the students for job position as an administrative medical assistant. Any individual within United States of America or international (outside the USA) can enroll in this program. As a student in our Medical Administrative Assistant Specialist program, you will learn the following; Administrative Medical Assistant Career. The Environment of the Health Care. Responsibilities: Medicolegal and Ethical. Administrative Medical Assistant: Communication Art. Medical Office: Receptionist and the Environment. Medical Office: Telephone Procedures. Medical Office: Appointments. Medical Office: Filing Procedures. Medical Office: Medical Records. Medical Office: Drug and Prescription Records. Medical Office: Written Correspondence. Medical Office: Processing Mail and Electronic Correspondence. Medical Office: The Revenue Cycle: Fees, Credit, and Collection. Medical Office: The Banking. Medical Office: The Bookkeeping. Medical Office: The Procedure Coding. Medical Office: The Diagnostic Coding. Medical Office: The Claim Submission and Health Insurance Systems. Medical Office: The Responsibilities of the Office Manager. Medical Office: The Financial Management. As a medical administrative assistant, you will gain the skills needed to support office operations and improve patient care across multiple healthcare settings. This is a self-paced program, this means that you can complete this career program at your learning pace within the allotted program duration access.

LEARNING OBJECTIVES:

- Outline the typical responsibilities of a medical office assistant, describe the personal and professional ethics required for success in this profession and explain how medical office assistants are impacted by HIPAA and other healthcare-related regulations.
- Describe how a medical front office is typically managed, focusing on administrative processes and procedures.
- Explain the procedures to follow to create and maintain accurate medical documentation, especially with regards to patient records, procedural and diagnostic coding, insurance claim forms, and other healthcare documentation.
- Demonstrate knowledge of medical insurance by outlining typical claims-processing procedures and

explaining the difference between government and commercial health insurance plans.

- Using standard medical terminology, explain the structures and functions of the human body, including the senses and body systems.
- Identify and describe the medical office assistant's role in standard patient interactions in the medical office, including in-office diagnostic tests and procedures, specimen sampling, medication administration, and the preparation of patients for examination.
- Communicate effectively with a wide variety of patients from different age groups and cultures.
- Display professionalism and cultural sensitivity while interacting and communicating with providers, staff and patients.
- Perform administrative duties related to scheduling, billing, coding, and practice finances and information management in the healthcare setting.

PROGRAM OUTLINE:

- Lesson 1. Administrative Medical Assistant Career.
- Lesson 2. The Environment of the Health Care.
- Lesson 3. Responsibilities: Medicolegal and Ethical.
- Lesson 4. Administrative Medical Assistant: Communication Art.
- Lesson 5. Medical Office: Receptionist and the Environment.
- Lesson 6. Medical Office: Telephone Procedures.
- Lesson 7. Medical Office: Appointments.
- Lesson 8. Medical Office: Filing Procedures.
- Lesson 9. Medical Office: Medical Records.
- Lesson 10. Medical Office: Drug and Prescription Records.
- Lesson 11. Medical Office: Written Correspondence.
- Lesson 12. Medical Office: Processing Mail and Electronic Correspondence.
- Lesson 13. Medical Office: The Revenue Cycle: Fees, Credit, and Collection.
- Lesson 14. Medical Office: The Banking.
- Lesson 15. Medical Office: The Bookkeeping.
- Lesson 16. Medical Office: The Procedure Coding.
- Lesson 17. Medical Office: The Diagnostic Coding.
- Lesson 18. Medical Office: The Claim Submission and Health Insurance Systems.
- Lesson 19. Medical Office: The Responsibilities of the Office Manager.
- Lesson 20. Medical Office: The Financial Management.

Pace: Self-Paced

Duration: 2-4 Months (8-16 Weeks)

Delivery Method: Online