

Certified Medical Administrative Assistant

Online Medical Administration, Billing, and Coding Training



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Overview

Become a Certified Medical Administrative Assistant

Nationwide, healthcare is one of the fastest growing fields for new jobs. This 100% online course will prepare you for a career in healthcare as a medical assistant and billing/coding specialist. By course completion, you will be ready to pass the Certified Medical Administrative Assistant (CMAA) national certification exam offered by the National Healthcareer Association (NHA) and receive a voucher which covers the fee of the exam. You will also be able to choose a voucher for the medical billing and coding certification that best aligns with your interests and career goals (CPC, CCA, or CBCS).



Jobs

- Medical administrative assistants combine two valuable skill sets in professions that are growing quickly, according to the US Bureau of Labor Statistics (BLS). BLS data indicates job opportunities for medical assistants will grow by 23% overall by 2028. According to PayScale.com, certified medical administrative assistants earn around \$37,000 per year on average.
- The BLS also reports that medical billing and coding specialists earn an average annual salary of \$40,350 and work in one of the fastest growing professions.
- Combining these two disciplines has potential to raise your income expectancy and value to employers.

FAQ

WHAT DO MEDICAL ADMINISTRATIVE ASSISTANTS DO?

According to NHA, medical administrative assistants primarily work in the “front office” of a medical practice or healthcare facility. Their duties may include coordinating practice correspondence, maintaining files and scheduling appointments.

DO MEDICAL ADMINISTRATIVE ASSISTANTS NEED CERTIFICATION?

The healthcare environment operates on the basis of professionalism, precision and dedication to patient welfare. Medical assistant certification may be required for many jobs. Earning a CMAA establishes a medical assistant as a caring, responsible professional who has undergone a study and assessment program to validate their credentials.

IN WHAT FACILITIES DO MEDICAL ADMINISTRATIVE ASSISTANTS WORK?

Medical assistants commonly work in medical practices, such as physicians' offices, outpatient clinics, and other healthcare facilities, according to the BLS.

WHAT IS THE DIFFERENCE BETWEEN BEING A MEDICAL ASSISTANT AND A MEDICAL BILLING AND CODING SPECIALIST?

Essentially, these are two distinct skill sets used within a healthcare setting. However, the responsibilities of a medical assistant may include medical billing, medical coding or both. Similarly, medical billing and coding specialists may have their own job titles or may have their title combined with a medical assistant or medical administrative professional designation.

WHY SHOULD MEDICAL ASSISTANTS LEARN MEDICAL BILLING AND CODING?

The healthcare field offers one of the leading areas of opportunities for career growth today. Within healthcare, specialized medical assistants are among the most in-demand professionals. Matching office administration skills with medical billing and coding opens

up more opportunities in both general healthcare administration and specialized medical services.

WHAT ARE THE REQUIREMENTS FOR A MEDICAL BILLING AND CODING CAREER?

Entry-level positions typically require completion of a certificate and passing one of the certification exams or an associate degree program in medical billing and coding. Additionally, medical billing and coding professionals must understand the Health Insurance Portability and Accountability Act (HIPAA).

WHAT IS THE DIFFERENCE BETWEEN CERTIFICATION EXAMS (CPC, CCA, AND CBCS)?

Obtaining a CPC, CCA, or CBCS certification implies that an individual has met competencies in the field of medical billing and coding. Certification is invaluable to the student's career goals. Students have an opportunity to make confident, informed decisions about the national certification they prefer.

The Certified Professional Coder (CPC) exam is offered by the American Academy of Professional Coders (AAPC). It is the gold standard entry-level coding certification for physician, or professional fee, coders.

The Certified Coding Associate (CCA) is offered by the American Health Information Management Association (AHIMA). It is an entry-level medical coding certification across all settings — physician practices and inpatient hospital.

The Certified Billing and Coding Specialist (CBCS) is offered by the National Healthcareer Association (NHA) and is currently an entry-level medical billing certification for physician practices. In the summer of 2021, the exam will transition to an entry-level billing and coding certification, with the inclusion of ICD-10-CM, CPT, and HCPCS Level II testing.

Curriculum

Prerequisites

There are no prerequisites to take this course.

CURRICULUM

1. Medical Terminology
2. Certified Medical Administrative Assistant
 - a. Becoming an Administrative Medical Assistant
 - b. Managing Stress and Improving Communication
 - c. Law, Ethics and Healthcare
 - d. Improving Your Medical Office
 - e. Computers in the Ambulatory Care Setting
 - f. Telecommunications and Patient Scheduling
 - g. Midterm
 - h. Medical Terminology: Word Parts, Plurals, Abbreviations
 - i. Managing Medical Records
 - j. Written Communication
 - k. Working with Medical Documents
 - l. Medical Billing and Coding: An Overview

- m. Daily Financial Practices
 - n. The Administrative Medical Assistant as Office Manager
 - o. Final
3. Medical Billing and Coding
- a. Introduction to Medical Billing and Coding
 - b. Introduction to Health Insurance
 - c. Managed Healthcare
 - d. Revenue Cycle Management
 - e. Legal Aspects of Health Insurance and Reimbursement
 - f. ICD-10-CM Coding
 - g. CPT Coding
 - h. HCPCS Level II Coding
 - i. ICD-10-PCS Coding
 - j. Pharmacology for Coders
 - k. Midterm
 - l. Clinical Documentation Improvement (CDI)
 - m. Insurance Claims
 - n. Commercial Insurance
 - o. Blue Cross Blue Shield
 - p. Medicare
 - q. Medicaid, CHIP, TRICARE, Workers' Compensation
 - r. Certification
 - s. How to Find a Job in Medical Billing and Coding
 - t. Final

Instructors

Nancy Smith

Nancy Smith has over 30 years of experience in the healthcare industry. Her clinical experience includes working as a medical assistant for a network of rural health clinics, and as a medical coder, insurance claims specialist, and medical records auditor. She worked as a medical office manager for ten years, where she recruited and trained all medical assistants. Nancy holds a bachelor's degree in vocational education and has developed and taught medical assistant programs.

LaTisha Cottingham

LaTisha Cottingham has over 20 years of experience in the healthcare industry. She has six years of teaching experience in the field of medical billing and coding and medical assisting. Currently she is employed as an HIM analyst for a long-term care establishment based in Alabama.

Carline Dalgleish

Carline Dalgleish has worked in medical office administration for over 30 years. She holds a bachelor's degree in business information systems, a master's degree in leadership, and a post-baccalaureate certificate in health information management. She is a registered health information administrator and an AHIMA-approved ICD-10-CM/PCS Trainer.

Objectives

- Be fully prepared to pass the Certified Medical Administrative Assistant exam, offered by National Healthcareer Association (NHA) and one of the following professional certifications that best aligns with your interest and career goals:
 - # Certified Professional Coder (CPC) exam offered by the American Academy of Professional Coders (AAPC)
 - # Certified Coding Associate (CCA) exam offered by the American Health Information Management Association (AHIMA)
 - # Certified Billing and Coding Specialist (CBCS) exam offered by the National Healthcareer Association (NHA)
- Learn the legal, ethical, and regulatory aspects of medical office management
- Understand HIPAA compliance and third-party guidelines for filing insurance claims
- How to code diagnoses, services, and procedures for all systems of the body
- Learn medical terminology and the structures and functions of the human body
- The basics of working with medical documents, medical billing, and coding processes

Enrollment & Registration

This course is 100% online. Start anytime.

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