

Texarkana College
Business & Education Center – Allied Health Program
Medical Administrative Assistant Course

Fall 2018

This 90-hour course prepares students to function effectively in many of the administrative and clerical positions in the healthcare industry. This course covers the following key topics: history and background of medical assisting profession, interpersonal skills, and medical ethics, and basic medical law, telephone skills for scheduling appointments, medical terminology, basics of insurance billing & coding, medical records management, and management of practice finances. A great course for physician's medical office practice!

A 40-hour externship is available for students who wish to participate and that provides on the job training in a healthcare environment.

All student registrations submitted online or in person will be “incomplete” until a copy of the student's high school diploma or GED equivalent from the United States of America and their social security number is submitted to the Allied Health Coordinator. If the student has an “out of country” diploma they must provide a translation report verifying it is equivalent to one issued in the USA.

Note: Upon successful completion of this program, students would be eligible to sit for the National Healthcareers Association (NHA) Certified Medical Administrative Assistant (CMAA) examination. The exam is scheduled two weeks after course is completed at TC, the fee is \$117 and not due until end of the course.

Date & Time: Tuesday & Thursday; March 19 - May 7 | 6-9:30 pm | 50 Hours | 8 Weeks
| 40 Hour Externship

Student Tuition: \$1,270 (includes books, study guide for certification exam and online access to practice exams) and 40 hours externship.

Location: Health Sciences Building, Room 126

Refund Policy: Students will receive a 100% refund upon request 24 hours prior to the first class meeting only.

Criminal Background Requirement: For students who may have a criminal background, please be advised that the background could keep you from being licensed by the State of Texas. If you have a question about your background and licensure, please check with the National Healthcareers Association certification board by calling 1-800-499-9092 to discuss your topic of study to determine if you are qualified to obtain a certificate in that field. You also have the right to request a criminal history evaluation letter from the applicable licensing agency.

TC does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Human Resources Director, 2500 N. Robison Rd., Texarkana, TX, 75501. (903) 823-3355, human.resources@texarkanacollege.edu

Texarkana College no discrimina en base de raza, color, origen nacional, sexo, discapacidad o edad en sus programas o actividades. Las consultas relacionadas con las políticas de no discriminación de Texarkana College deben dirigirse a: Director(a) de Recursos Humanos, 2500 N. Robison Rd., Texarkana, TX, 75599, (903) 823-3017. human.resources@texarkanacollege.edu

MEDICAL ADMINISTRATIVE ASSISTANT PROGRAM OVERVIEW

Medical administrative assistants work primarily in physician offices, clinics, outpatient settings, hospitals, and other healthcare settings. The growth and the complexity of the U.S. healthcare system have resulted in a substantial increase in the need for qualified medical administrative assistants. This program prepares students to function effectively in many administrative and clerical positions within the healthcare field. It covers important background information on the medical administrative assisting profession as well as interpersonal skills, medical law and ethics, medical terminology, insurance billing and coding fundamentals, telephone techniques, appointment scheduling, medical records management, and basic finance-related skills. This program is intended to provide students with a well-rounded introduction to medical office administration so that they can gain the necessary skills required to either obtain a medical administrative assistant position or advance their current healthcare career.

Upon completing this course, you will be able to:

- Function effectively in many of the administrative and clerical positions in the healthcare industry
- Describe the roles of a professional medical administrative assistant
- Manage health information and records according to privacy policies
- Complete basic billing and coding to process insurance forms
- Manage practice finances
- Assist the medical specialties in the event of an emergency

A 40-hour externship is offered to allow the student to apply the skills learned in the class in a live healthcare setting.