



Medical Administrative Assistant Program

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## WHY MEDICAL ADMINISTRATIVE ASSISTING?

The healthcare industry offers millions of jobs in many capacities and is growing rapidly due to the country's aging population and new healthcare laws. Within such a large and growing industry, medical administrative assistants play a key role in keeping everything running smoothly. Their specific responsibilities vary from location to location but often include:

- Managing the day-to-day operations of a medical facility
- Updating and organizing medical records, including electronic health records
- Scheduling and coordinating appointments
- Verifying patient insurance
- Completing and submitting insurance claims
- Preparing correspondence between medical providers and their patients
- Providing quality customer service to patients
- And much more

Medical administrative assistants can be found working in doctors' offices, dental offices, hospitals, outpatient clinics, insurance companies, and almost every other medical facility. The U.S. Department of Labor estimates that the demand for medical administrative assistants will grow by 27%, or 125,000 new jobs, before 2018. With opportunities in almost every community, medical administrative assistants often have a variety of positions to choose from and can earn competitive salaries—on average they earn over \$31,000 a year.\*

\*U.S. Department of Labor, Bureau of Labor Statistics



## What You Get with the Career Step Program

**IN LESS THAN 3 MONTHS**, you can be prepared for a successful career as a medical administrative assistant! With Career Step you'll have everything you need to succeed, including comprehensive curriculum developed by industry professionals, the flexibility to train on your own schedule, and live student and graduate support.

### **COMPREHENSIVE CURRICULUM**

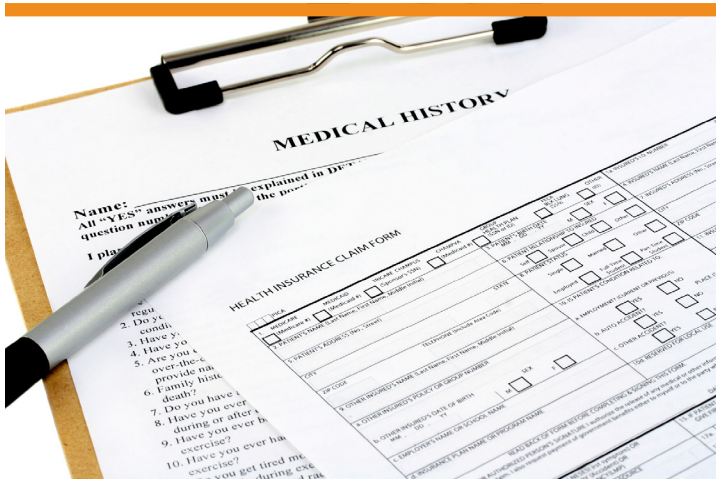
Train affordably without sacrificing quality. Career Step's curriculum is certified by the National Healthcareer Association, was developed by industry professionals with years of experience, and includes training on the Microsoft Office suite. The program is specifically designed to prepare you to pass the Certified Medical Administrative Assistant (CMAA) exam and get a job right after graduation. With Career Step's affordable tuition prices, you get a high-quality education for thousands less than at other schools!

### **FLEXIBLE ONLINE TRAINING**

We understand the sacrifice it is to go back to school. That's why we try to make it as easy as possible by helping you complete your training on your schedule and at a pace that fits your busy life. Online training puts you in control, and now, in less than three months, you can gain the specialized skills and business knowledge you need to succeed as a medical administrative assistant.

### **LIVE STUDENT & GRADUATE SUPPORT**

Career Step's online training format allows you to start at anytime, train on your own schedule, and move through the training as quickly as you want. But you're never alone. Career Step has dedicated Student and Graduate Support Advisors who are available by phone, email, and chat every step of the way. These advisors have years of professional experience and are here to help you graduate, prepare to earn your CMAA credential, and successfully move into the workforce. We're committed to helping you achieve your goals, and your success is our success!



"Working as a medical administrative assistant has opened the door to so many opportunities for me. Now I have a career with the flexibility to work where I want in a position that is constantly changing and offers exciting challenges every day."

- Kandi Hutchinson, Medical Administrative Assistant

## Program Overview and Timeline

Program Orientation	1
Working as a Medical Administrative Assistant	3
Computer Fundamentals	5
Keyboard Kinetics	10
Beginning Microsoft Word 2007	10
Beginning Microsoft Excel 2007	10
Healthcare Structure and Organization	25
Medical Law and Ethics	5
Healthcare Documentation	10
Exploring Healthcare Reimbursement	25
Medical Word Building	15
Basic Anatomy	15
Mastering Medical Language	5
Grammar and Punctuation	10
Medical Office Procedures	20
Medical Office Management	20
Practice Finances	10
Final Exam Preparation	1
<b>TOTAL HOURS</b>	<b>200</b>

# TAKE THE FIRST STEP TODAY!

Call 1-800-411-7073 for more information  
or enroll online at [CareerStep.com/enroll](http://CareerStep.com/enroll)