



# MEDICAL ADMINISTRATIVE ASSISTANT WITH EHR

## *Industry Facts*

*Working with Career Step has been perfect for me! I was afraid that trying to go back to school as a wife and mom of 5, I would never have time to complete my course work, but the ability to work at my own pace has been wonderful! I would definitely recommend Career Step to anyone.*

- Jennifer, Career Step Learner

### **What do medical administrative assistants do?**

Healthcare is changing. With healthcare reform, medical records must move to an electronic format, which has created an incredible need for administrative professionals trained on electronic health record (EHR) software. Medical administrative assistants with EHR skills are the specialized administrative personnel increasingly in demand to keep the modern medical office running smoothly. Specific responsibilities vary from location to location, but may include:

- Creating and updating patients' electronic health records
- Managing the day-to-day operations of a medical facility
- 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

### **Where do medical administrative assistants work?**

Medical administrative assistants work in a professional environment in a variety of healthcare facilities, and the demand for them will only increase as electronic health records become more standard. Positions can be found in doctors' offices, hospitals, outpatient clinics, and many other types of healthcare facilities.

### **How much do medical administrative assistants earn?**

The U.S. Department of Labor reports that the need for medical administrative assistants is growing faster than demand in other fields.

### **Is the medical administrative assistants field growing?**

There is a growing demand for well-trained medical transcription professionals, and there are several factors driving this growth:

- **Thousands of new jobs** - Over 129,000 new jobs are expected for medical administrative assistants before 2026. Professionals with EHR expertise will be in the highest demand.
- **Growing demand for healthcare services** - Healthcare as a whole is expected to add over 2.3 million new jobs over the next few years, which is driven by an aging population that requires more care. This rapid industry expansion will greatly increase the need for administrative personnel, especially those with EHR expertise.
- **Shift to technology** - Healthcare is changing, and government healthcare reform is pushing facilities to move to electronic health records, making EHR skills stand out in the job market.

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## *Program Details*

### *Program Overview and Approximate Completion Hours*

MODULE	Hours
Getting Started and Program Overview	1
Microsoft Office Training Orientation	1
Word 2019: Beginner	10
Excel 2019: Beginner	12
MAA Career and Certification	3
Computer Fundamentals	7
Healthcare Structure and Organization	25
Grammar and Punctuation	10
Medical Laws and Ethics	5
Healthcare Documentation	10
Exploring Healthcare Reimbursement	25
Medical Word Building	15
Basic Anatomy	20
Mastering Medical Language	23
Medical Office Procedures	20
Medical Office Management	12
Practice Finances	10
EHR Career and Certification	1
Health Insurance Portability and Accountability Act	5
Medical Record Management	60
Final Exam Preparation	1
<b>TOTAL</b>	<b>276</b>

### **Improve your life.**

Built on over 25 years of experience in training high-quality healthcare professionals, the Medical Administrative Assistant with EHR program helps you quickly gain the knowledge and skills you need to get a good job to better support your family and improve your financial security in as little as 3 months.

### **Prepare for a better job.**

Train affordably without sacrificing quality. This program's comprehensive training was developed by industry professionals with years of experience and is approved by the National Healthcare Association (NHA). The program is specifically designed to help you succeed:

- Prepare for the Certified Medical Administrative Assistant (CMAA) and Certified Electronic Health Record Specialist (CEHRS) exams
- Train on the industry-standard ezEMRx EHR software
- Gain the necessary knowledge and skills to begin working immediately upon completion

### **Learn at home.**

Online training minimizes the challenges of taking time out to return to school. The online training format offers distinct advantages:

- Study on a schedule that fits your life
- Progress at a pace that matches your learning style
- Enjoy the flexibility to adjust the time and effort you devote to your course work each day

### **Achieve success with live learner and career support.**

Our program is designed to help you accomplish your goal of getting a job. In addition to employer-trusted training and online flexibility, you'll also have one-on-one access to three support teams—learner support, technical support, and career support—to ensure you can complete your training and prepare for a better future! All of these support teams are committed to helping you:

- Complete your training quickly
- Prepare for the CMAA and CEHRS exams
- Successfully move into the workforce