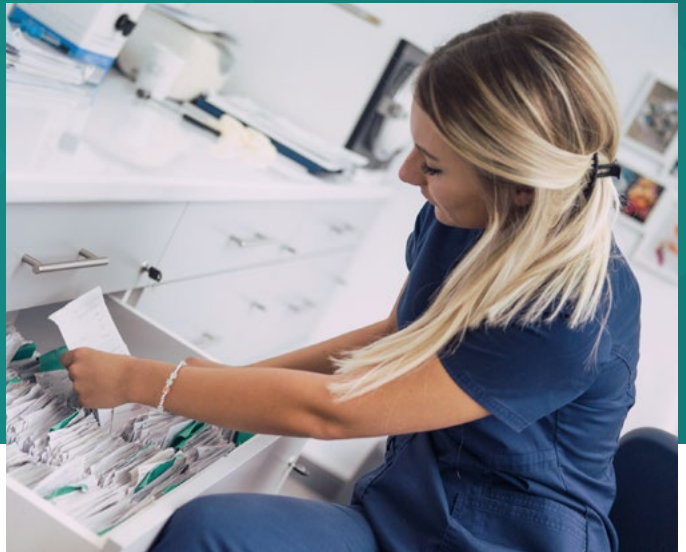


Medical Administrative Assistant w/EHR

INDUSTRY FACTS



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 the following:

- 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 they work?

Medical administrative assistants work in a professional environment in a variety of healthcare facilities. Positions can be found in doctors' offices, hospitals, outpatient clinics, and many other types of healthcare facilities.

How much do they earn?

Salaries for this job vary based on location and experience, but the average medical admin assistant makes \$37,190 per year.*

How's the job outlook?

According to the Bureau of Labor Statistics, the job outlook for Medical Assistants is growing at 16%, which is much faster than average between now and 2031.

*Bureau of Labor Statistics, U.S. Department of Labor. "Medical Assistants." Occupational Outlook Handbook. Accessed April 25, 2023.

"When I signed up for the medical administrative assistant program, I was nervous because I didn't have a medical background at all. The way this program is set up has allowed me to grow and become confident in the policies and procedures expected from a certified medical administrative assistant."

JESSICA, CAREERSTEP LEARNER
JANUARY, 2021

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PROGRAM DETAILS

Prepare For A Better Job

Train affordably without sacrificing quality. This program's comprehensive training was developed by industry professionals with years of experience – specifically designed to help you prepare for the Certified Medical Administrative Assistant (CMAA) and Certified Electronic Health Records Specialist (CEHRS) certification exams.

Learn Your Way (From Home)

With online training, you can absorb more knowledge and learn more skills—fast.

- Study on a schedule that fits your life
- Progress at a pace that matches your learning style
- Adjust the time and effort you devote to your coursework each day

Receive Coaching and Guidance

When you train with CareerStep, we back you every step of the way—from sign-up through course completion.

- Learner support
- Technical support
- Career support

Get Certified

We'll help you prepare to take nationally recognized exams so you can explore greater opportunities in your area.

- **Certified Medical Administrative Assistant (CMAA)**
- **Certified Electronic Health Records Specialist (CEHRS)**

Program Outline

Course

Program Orientation: Medical Administrative Assistant

HealthCare Foundational Knowledge and Basic Science

Patient Care Coordination and Education

Digital Technology

Medical Administrative Assistant

Communication and Customer Service in the Healthcare Office

Medical Laws and Ethics

Comprehensive Electronic Health Records

Career Success in Healthcare

Program Completion