



## MEDICAL ADMINISTRATIVE ASSISTANT, BILLING AND CODING - ONLINE

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### ONLINE MEDICAL ADMINISTRATIVE ASSISTANT, BILLING AND CODING TRAINING

*THIS COMPREHENSIVE ONLINE COURSE WILL PREPARE YOU FOR THE CERTIFIED PROFESSIONAL CODER (CPC) EXAM, OFFERED BY THE AMERICAN ACADEMY OF PROFESSIONAL CODERS (AAPC), AND THE CERTIFIED MEDICAL ADMINISTRATIVE ASSISTANT (CMAA) EXAM, OFFERED BY NATIONAL HEALTHCAREER ASSOCIATION (NHA).*

*YOU WILL GAIN KEY SKILLS NEEDED TO SUCCEED AS A MEDICAL OFFICE ADMINISTRATIVE ASSISTANT, INCLUDING MEDICAL OFFICE MANAGEMENT, MEDICAL TERMINOLOGY AND MEDICAL BILLING AND CODING.*

### JOB OUTLOOK FOR MEDICAL ADMINISTRATIVE ASSISTANT PROFESSIONALS

*MEDICAL ADMINISTRATIVE ASSISTANTS SIT AT THE NEXUS OF SEVERAL PROMISING CAREER PATHS IN THE HEALTHCARE FIELD. MATCHING OFFICE ADMINISTRATION SKILLS WITH MEDICAL BILLING AND CODING OPENS OPPORTUNITIES IN BOTH GENERAL HEALTHCARE ADMINISTRATION AND SPECIALIZED MEDICAL SERVICES.*

*ACCORDING TO PAYSACLE.COM, CERTIFIED MEDICAL ADMINISTRATIVE ASSISTANTS EARN AROUND \$37,000 PER YEAR ON AVERAGE. MEDICAL BILLING AND CODING SPECIALISTS EARN AN AVERAGE OF \$16.67 PER HOUR.*

*MEDICAL ADMINISTRATIVE ASSISTANTS COMBINE TWO VALUABLE SKILL SETS IN PROFESSIONS THAT ARE GROWING QUICKLY, ACCORDING TO THE US BUREAU OF LABOR STATISTICS.*

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Lansing Community College is committed to providing equal employment opportunities and equal education for all persons regardless of race, color, sex, age, religion, national origin, creed, ancestry, height, weight, sexual orientation, gender identity, gender expression, disability, familial status, marital status, military status, veteran's status, or other status as protected by law, or genetic information.



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### COURSE OBJECTIVES

- LEARN THE LEGAL, ETHICAL, AND REGULATORY ASPECTS OF MEDICAL OFFICE MANAGEMENT
- UNDERSTAND HIPAA COMPLIANCE AND THIRD-PARTY GUIDELINES FOR FILING INSURANCE CLAIMS
- GET HANDS-ON, PRACTICAL EXPERIENCE IN MEDICAL BILLING AND CODING
- LEARN MEDICAL TERMINOLOGY AND THE STRUCTURES AND FUNCTIONS OF THE HUMAN BODY

### CURRICULUM

- I. MEDICAL TERMINOLOGY
- II. CERTIFIED MEDICAL ADMINISTRATIVE ASSISTANT
- III. MEDICAL BILLING AND CODING



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## COURSE FREQUENTLY ASKED QUESTIONS

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**WHAT DO CERTIFIED MEDICAL ADMINISTRATIVE ASSISTANTS DO? ACCORDING TO THE NATIONAL HEALTHCAREER ASSOCIATION (NHA) CERTIFIED MEDICAL ADMINISTRATIVE ASSISTANTS ARE RESPONSIBLE FOR THE ORGANIZATION AND SMOOTH OPERATION OF A MEDICAL FACILITY. THEIR TASKS MAY INCLUDE: SCHEDULING MEDICAL PROFESSIONALS, STAFF AND PATIENT APPOINTMENTS COORDINATING PATIENT VISITS, DOCUMENTATION AND TRACKING HANDLING OFFICE COMMUNICATIONS, MAINTAIN PATIENT RECORDS AND FILES, INSURANCE AND REGULATORY PROCEDURES AND EMPLOYEE RECORDS.**

**IS CERTIFICATION REQUIRED FOR A MEDICAL ADMINISTRATIVE ASSISTANT? WHILE CERTIFICATION IS NOT REQUIRED, GAINING CREDENTIALS LIKE THE CERTIFIED MEDICAL ADMINISTRATIVE ASSISTANT (CMAA) CREDENTIAL DESIGNATES YOUR PROFESSIONALISM AND COMPETENCE. EMPLOYERS AND COLLEAGUES RECOGNIZE AND ANTICIPATE A LEVEL OF PERFORMANCE AND ETHICS INDICATED BY PROFESSIONAL CERTIFICATION.**

**WHAT IS MEDICAL BILLING AND CODING? MEDICAL BILLING AND CODING PROFESSIONALS ALIGN MEDICAL PROCEDURES WITH STANDARDIZED CODES THAT ARE USED TO BILL INSURANCE PROVIDERS AND GOVERNMENT AGENCIES FOR MEDICAL SERVICES.**

**WHAT IS MEDICAL BILLING AND CODING CERTIFICATION? MEDICAL BILLING AND CODING ARE TECHNICAL FIELDS WITH HIGH PROFESSIONAL STANDARDS. A DESIGNATION SUCH AS THE CERTIFIED PROFESSIONAL CODER (CPC), OFFERED BY THE AMERICAN ACADEMY OF PROFESSIONAL CODERS (AAPC) CERTIFIES A PROFESSIONAL'S COMMITMENT TO QUALITY, SKILL AND DILIGENCE IN THEIR WORK.**

**WHAT JOBS CAN YOU GET WITH MEDICAL ADMINISTRATIVE ASSISTANT AND MEDICAL BILLING AND CODING TRAINING? MEDICAL ADMINISTRATIVE ASSISTANTS MAY ALSO BE KNOWN AS MEDICAL OFFICE MANAGERS, MEDICAL OFFICE COORDINATORS OR MEDICAL OFFICE ADMINISTRATORS. 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.**

**ARE THERE ANY PREREQUISITES OR REQUIREMENTS? THERE ARE PREREQUISITES FOR THIS COURSE. YOU MUST ALSO HAVE A HIGH SCHOOL DIPLOMA TO SIT FOR NATIONAL CERTIFICATION EXAMS.**

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