

Certified Medical Administrative Assistant (CMAA)

If you like working in a team environment, enjoy organizing, multi-tasking, problem solving and want to help others, a career as a Medical Administrative Assistant might be a great choice for you.

Medical Administrative Assistants are often the first persons to greet patients when they arrive in a medical facility. They will organize appointments, maintain records, work with insurance benefits and manage patient accounts. CMAA's perform detailed tasks using the technologies involved with electronic health care record keeping. A well-run office depends upon good communication between patients, doctors, nurses, medical assistants, technicians and the administrative staff. Medical Administrative Assistants are an important element in providing quality health care.

Trainings include the following components and a 40 hour externships to gain practical experience. By taking classes 3 nights/week students will need about 4 months to complete the program. Successful candidates will earn Certification through National Healthcare Association.

Class topics include:

- Introduction to Health Science Professions
- Medical Terminology for Health Careers-One
- Basic Math for Health Career Professions
- Certified Medical Administrative Assistant