



MEDICAL ADMINISTRATIVE ASSISTANT

HOURS: 50
40 CLINICAL HOURS
WIOA APPROVED

TOPICS INCLUDE

- Basics of insurance billing and coding
- Interpersonal skills
- Management of practice finances
- Medical ethics and law
- Medical records management
- Medical terminology
- Scheduling appointments
- Telephone techniques

CLINICAL EXTERNSHIP: As part of this Medical Administrative Assistant program, students are eligible to participate in a 40 hour clinical externship. To be eligible for the clinical, students must successfully complete the 50 hour program, may be required to submit to a thorough background check and drug screening, and meet other requirements.

NOTE: This program meets the necessary requirements to take the National Healthcareer Association (NHA) - Certified Medical Administrative Assistant (CMAA) exam.

FEE*: \$1,499

*Additional costs include health immunizations and exam fees. Health immunization costs vary; the fee for the Certified Medical Administrative Assistant Exam is \$125.

MEDICAL ADMINISTRATIVE ASSISTANT

Medical administrative assistants are in great demand. This program covers important information necessary for this profession and provides a well-rounded introduction to medical administration.

The clinical externship is required for program completion.**

Shelton State Community College Workforce Development

Mondays and Wednesdays

April 3 - May 22, 2023

6:00 p.m. - 9:30 p.m.

****May 24 - June 23, 2023, is designated for the clinical externship.**



SHELTON STATE
COMMUNITY COLLEGE

FOR MORE INFORMATION, CONTACT SHELTON STATE COMMUNITY COLLEGE WORKFORCE DEVELOPMENT.

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