Certified Medical Administrative Assistant (CMAA)
(CIP Code: 510716)

Program Description: **This is a basic course in Certified Medical Administrative Assistant (CMAA) which is given in eighteen different and consecutive components or units within a seventeen-week period. The course includes basic skills in Fundamentals of Medical Assisting, Medical Terminology, Anatomy and Physiology, Medical Law and Ethics, Administrative Medical Assisting skills and protocols, CPR and First Aid, Business Etiquette & Protocol, Office Procedures, Business Communication & Group Dynamics, Financial Procedures, Risk Management, HIPAA Compliance, Career Development, Certification Exam Review and Certification Exam along with an externship to enhance field skills. In addition students will gain a mastery of desktop computer skills using Microsoft Office applications in the areas of Word, Excel Spreadsheets, Access, Power-point, and Outlook. This program also includes skills in Career Office Administration, Business Procedures, Communications, and Office Technology. Business and Office Procedures include basic bookkeeping, banking transactions, Compile, copy, sort, and file records of office activities, Operate office machines, such as photocopiers and scanners, facsimile machines, voice mail systems and personal computers, Compute, record, and proofread data and other information, such as records or reports, Answer telephones, direct calls and take messages, Complete and mail bills, contracts, policies, invoices, or checks, Open, sort and route incoming mail, answer correspondence, and prepare outgoing mail, Maintain and update filing, inventory, mailing, and database systems, either manually or using a computer, customer service and communication. The anticipated outcome for the course is for the student to be able to challenge the National Healthcareer Association Examination (NHA) and obtain a 70% or better passing score as well as employment in the respected vocational career field.**

PROGRAM COURSE OUTLINE

Module	Course (Lesson)	Hours (Lecture)	Hours (Lab)
CMA001	**Fundamentals of Medical Assisting**	**15**	**5**
CMA002	**Anatomy and Physiology I**	**30**	
CMA003	**Anatomy & Physiology II**	**35**	
CMA004	**Medical Terminology**	**30**	
CMA005	**Medical Law and Ethics**	**12**	
CMAA001	**Administrative Medical Asst. I**	**40**	**30**
CMA007	**CPR and First Aid**		**18**
CMAA002	**Administrative Medical Asst.II**	**42**	**30**
CMAA003	**Business Etiquette & Protocol**	**20**	**10**
CMAA004	**Office Procedures / EHR**	**50**	**20**
CMAA005	**Business Communication & Group Dynamics**	**20**	**10**
CMAA006	**Financial Procedures**	**20**	**10**
CMAA007	**Risk Management**	**25**	**10**
NHA005	**Externship Review**	**10**	
NHA001	**HIPAA Compliance**	**3**	
NHA002	**Externship**		**60**
NHA003	**Certification Exam Review and Certification Exam**	**2**	
NHA004	**Career Development**	**3**	
	TOTALS	**357**	**203**

This course is competency based, therefore the hours have been adjusted to suit curricular needs. The recommended minimum for this program is 510 hours.