

MEDICAL ADMINISTRATIVE ASSISTING INDUSTRY FACTS



WHAT DO MEDICAL ADMINISTRATIVE ASSISTANTS DO?

Within the large and growing healthcare industry, medical administrative assistants play a key role in making sure everything runs smoothly. Their specific responsibilities vary from location to location but often include:

- Managing the day-to-day operations of the medical facility
- Updating and organizing medical records, including electronic health records
- 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



It is important to note that these professionals are responsible for handling front office administrative operations—they do not perform clinical responsibilities such as blood draws or checking vitals.

“ In the first week [after graduation], I had three interviews and a job offer! ... Before taking the course, I did not know much about insurance, reimbursement, or healthcare documentation, and now I’m working hard in these fields. If you have the motivation and determination to succeed, [this course] is an excellent choice! ”

- Allison, Class of 2012

WHERE DO MEDICAL ADMINISTRATIVE ASSISTANTS WORK?

There is a need for medical administrative assistants in almost every area of healthcare. These professionals can be found working in doctors’ offices, dental offices, hospitals, outpatient clinics, insurance companies, and many other medical facilities.

HOW MUCH DO MEDICAL ADMINISTRATIVE ASSISTANTS EARN?

With opportunities nationwide, medical administrative assistants often have a variety of positions to choose from and can earn competitive salaries. The Department of Labor reports that the middle 50% of professionals in the field earn between \$25,660 and \$37,660 a year.

IS THE MEDICAL ADMINISTRATIVE ASSISTANT FIELD GROWING?

The healthcare industry is growing rapidly due to the country’s aging population and new healthcare laws. At one time, nurses handled the front office operations of healthcare practices and facilities. However, the nationwide nursing shortage has pushed healthcare providers to hire administrative staff to handle front office responsibilities. According to the United States Department of Labor, employment of medical administrative assistants will grow by 42%, or over 210,000 new jobs, by 2020, clearly showing this shift toward hiring specialized administrative staff.

MEDICAL ADMINISTRATIVE ASSISTANT PROGRAM DETAILS

TRAINING DESIGNED TO IMPROVE YOUR LIFE

In less than 3 months, you can be prepared for a successful new career as a medical administrative assistant! With this training program, you'll have everything you need to get a good job to better support your family and improve your financial security.

PREPARE FOR A BETTER JOB

Train affordably without sacrificing quality. This program's comprehensive curriculum was developed by industry professionals with years of experience and is certified by the National Healthcareer Association (NHA). The curriculum is specially designed to:

- Prepare you for the Certified Medical Administrative Assistant (CMMA) exam
- Train you on the Microsoft Office suite
- Help you gain the necessary knowledge and skills to begin working immediately upon graduation

LEARN AT HOME

With online training, you can minimize the challenges of taking time out to return to school. The online training format offers distinct advantages, including the opportunity to:

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

ACCOMPLISH YOUR GOALS WITH USEFUL EDUCATION

Our NHA-approved curriculum is designed to help you accomplish your goal of getting a job. In addition to comprehensive curriculum and online flexibility, you'll have one-on-one access to 3 instructor support teams—student support, technical support, and graduate support—to ensure you can complete your education and prepare for a better future! All of these support teams are committed to helping you:

- Graduate quickly
- Prepare for the CMAA exam
- Successfully move into the workforce

PROGRAM OVERVIEW AND APPROXIMATE COMPLETION HOURS

Module	Hours
Program Orientation	1
Working as an Administrative Assistant	3
Computer Fundamentals	5
Keyboard Kinetics	10
Beginning Microsoft Word 2007	10
Beginning Microsoft Excel 2007	10
Healthcare Structure and Organization	25
Medical Law and Ethics	5
Healthcare Documentation	10
Exploring Healthcare Reimbursement	25
Medical Word Building	15
Basic Anatomy	15
Mastering Medical Language	5
Grammar and Punctuation	10
Medical Office Procedures	20
Medical Office Management	20
Practice Finances	10
Final Exam Preparation	1
TOTAL	200