



Certified Medical Administrative Assistant Program (CMAA)- Fact Sheet

Program goal

The goal of this program is to prepare students to perform routine administrative office tasks to keep physicians' offices running smoothly.

Program description

Students will learn how to assist physicians in performing functions related to the business administration duties of a medical office. Students will also study the history and types of healthcare opportunities, professional workplace behavior, medical ethics and the legal aspects of a healthcare setting. Students will learn specific front and back office skills necessary for assisting physicians and nurses in an office setting. Business administration instruction includes telephone communication techniques, insurance reporting, scheduling, medical coding (ICD-10 & CPT-4), billing, office accounting and medical record keeping- paper and electronic. They will also facilitate the rapport between physician and patient.

Program Duration: 12 weeks

Program Eligibility: Must be at least 18 years of age and have a GED or high school diploma

Tuition and fees: \$4,000; payment plan available upon request; cost includes a blood pressure cuff, stethoscope, books, two sets of uniforms and certification exam fee.

Certification

Graduates will receive the Medical Assisting Diploma and are encouraged to take the National Healthcare Association Examination to become Certified Medical Administrative Assistants (CMAA). This certification is recognized throughout the US.

Program Flexibility: We have flexible day, evening and weekend.

Employment opportunities

Graduates from this high demand program may find employment with healthcare facilities such as hospitals, clinics, medical offices, long-term care facilities and more.

For more information

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