



IN-PERSON MEDICAL ADMINISTRATIVE ASSISTANT PROGRAM OUTLINE

IN-CLASSROOM LEARNING



— PROFESSIONAL INSTRUCTION • HANDS-ON TRAINING • REAL-WORLD SKILLS —

This 12-week program is taught entirely in the classroom and laboratory. Students receive instructor-led lectures, hands-on practice, and competency evaluations to build confidence and prepare for a successful career in healthcare administration.

PROGRAM SCHEDULE (IN-PERSON CLASSROOM)



Week 1

INTRO

1. The Professional Medical Assistant and the Healthcare Team
2. Therapeutic Communication



Week 2

3. Legal Principles
4. Healthcare Laws



Week 3

QUIZ 1 (CHAPTERS 1-4)

5. Healthcare Ethics
6. Introduction to Anatomy and Medical Terminology



Week 4

7. Patient Coaching
8. Technology



Week 5

9. Written Communication
10. Telephone Techniques



Week 6

QUIZ 2 (CHAPTERS 5-9)

11. Scheduling Appointments and Patient Processing
12. Health Records



Week 7

13. Daily Operations & Safety
14. Principles of Pharmacology



Week 8

QUIZ 3 (CHAPTERS 10-13)

15. Coding and Medical Billing
16. Diagnostic Coding Essentials
17. Procedural Coding Essentials



Week 9

QUIZ 4 (CHAPTERS 14-17)

18. Medical Billing and Reimbursement Essentials
19. Patient Accounts and Practice Management



Week 10

20. Advanced Roles in Administration
21. Medical Emergencies



Week 11

QUIZ 5 (CHAPTERS 18-21)

22. Job Seeking



Week 12

FINAL

- Graduation

PROGRAM FEATURES & BENEFITS



IN-CLASSROOM LEARNING

All lectures and laboratory training are conducted in our state-of-the-art classroom and skills lab.



HANDS-ON TRAINING

Students receive guided practice with real-world scenarios and administrative procedures.



TECHNOLOGY INTEGRATION

Learn the latest healthcare software and tools used in medical offices and clinics.



COMPETENCY EVALUATIONS

Skills are assessed throughout the program to ensure you are ready for the workplace.



NATIONAL EXAM PREPARATION

Course content is aligned with national certification exams.



GRADUATION

Graduate upon successful completion with a 75% average or higher.

PROGRAM INCLUDES

- ✓ Instructor-Led Classroom Instruction
- ✓ Hands-On Training & Practice
- ✓ Medical Office Software Training
- ✓ Study Materials & Resources
- ✓ Quizzes & Competency Evaluations
- ✓ National Certification Exam Preparation
- ✓ Graduation Ceremony

CAREER OUTLOOK



Medical Administrative Assistants are the backbone of healthcare facilities. They manage patient information, coordinate schedules, ensure accurate billing, and support the healthcare team in delivering quality patient care.



PREPARATION FOR THE NATIONAL CERTIFICATION
(WHERE APPLICABLE)



Training Today. Changing Lives. Building Futures.
Your future in healthcare starts here!