



Medical Administrative Specialist

NHA CMAA Certification

Online Anytime — Self-Paced, No Fixed Start Date

Medical Administrative Specialists keep healthcare offices running — managing scheduling, records, billing, and patient communication. This program also includes medical billing training and an AMP Certificate of Completion.

CMAA

Certification

\$3,200

All-Inclusive Tuition

16 Weeks

Program Length

Online Anytime

Delivery Format

Program Overview — Medical Administrative Specialist

The Medical Administrative Specialist program at AMP Michigan is delivered fully online — study at your own pace, on your own schedule. This program includes medical billing training with an AMP Certificate of Completion in Medical Billing, plus preparation for the NHA Certified Medical Administrative Assistant (CMAA) national certification exam.

Certification	NHA Certified Medical Administrative Assistant (CMAA)
Also Includes	Medical Billing Training + AMP Certificate of Completion in Medical Billing
Tuition	\$3,200 — All-Inclusive
Format	Online Anytime — fully self-paced, no fixed schedule, watch recorded lectures anytime
Location	AMP Michigan — Available statewide and to students in all other states via online delivery
Prerequisites	Must be 18 years of age · High school diploma or GED recommended

What You Will Be Able to Do

1	Schedule and manage patient appointments and provider calendars efficiently	5	Process medical billing claims and explain patient statements
2	Verify insurance eligibility and obtain prior authorizations	6	Apply medical billing knowledge and terminology in healthcare office settings
3	Register patients, collect co-pays, and manage front desk operations	7	Manage healthcare office communications — phone, email, and correspondence
4	Maintain accurate medical records and ensure HIPAA compliance	8	Support clinical staff with administrative tasks to keep the office running smoothly

What's Included in Your Tuition

Textbooks Shipped to your door or available as an eBook with Read Aloud feature	Exam Preparation Practice exams and comprehensive study resources
CMAA Certification Exam NHA CMAA national exam fee fully covered in your tuition	Online Anytime Coursework Fully self-paced — start immediately, study on your schedule
Medical Billing Training Includes medical billing coursework and AMP Certificate of Completion	Accelerated Format Focused training designed to get you working sooner

Enrollment & Start Date — Online Anytime

This program is available Online Anytime — no fixed start date, no waiting. Once you're enrolled, you can begin your coursework anytime and study at your own pace. Our admissions team will help you get set up.

How the Online Program Works

Start Date	Any day — no waiting for a cohort to begin
Access	Study on your own schedule — no live sessions required
Billing Cert	AMP Certificate of Completion in Medical Billing included with your tuition
Instructor	Instructor available for questions and guidance throughout your program
Completion	Our programs are designed for full-time study to help you finish sooner

How to Pay for Your Program

RECOMMENDED · OPTION 1 Self-Pay in Full Pay \$3,200 at enrollment — simple, one-and-done. No finance charge. \$3,200 One payment · no finance charge · total \$3,200	OPTION 2 Workforce & Grant Funding Approved for a workforce program or grant? Your funding source pays AMP directly — you may owe nothing out of pocket. Contact our admissions team or your local Michigan Works Agency (MWA) to apply.	OPTION 3 Buy Now, Pay Later with Klarna Split your tuition into interest-free installments. Select Klarna at checkout — no hidden fees. Klarna Subject to Klarna approval · klarna.com
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