

NHA CMAA Certification

Medical Administrative Specialist

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

16 Weeks
Program Length

Online
Anytime

www.academyofmedicalprofessions.com · Toll Free: 866.516.8274 · info@academyofmedicalprofessions.com

Program Overview

Medical Administrative Specialist —
AMP Michigan

The Medical Administrative Specialist program at AMP Michigan is delivered fully online with no fixed start date. This program includes medical billing training with an AMP Certificate of Completion in Medical Billing, plus preparation for the NHA Certified Medical Administrative Specialist (CMAA) national certification exam. Begin immediately after enrollment — study on your own schedule.

Certification

NHA Certified Medical Administrative Specialist (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, no live Zoom

Location

AMP Michigan — Available statewide and to students in all 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
- 2 Verify insurance eligibility and obtain prior authorizations
- 3 Register patients, collect co-pays, and manage front desk operations
- 4 Maintain accurate medical records and ensure HIPAA compliance
- 5 Process medical billing claims and explain patient statements
- 6 Apply medical billing knowledge and terminology in healthcare office settings
- 7 Manage healthcare office communications — phone, email, and correspondence

- 8 Support clinical staff with administrative tasks to keep the office running smoothly

Enrollment & Start Date

Online Anytime Program

This program is available **Online Anytime** — no fixed start date, no waiting. Begin your coursework as soon as you will begin processing your enrollment immediately and welcome you to the course.

What's Included in Your Tuition

Textbooks

Shipped directly to your door or available as an eBook with Read Aloud feature

CMAA Certification Exam Fee

NHA CMAA national exam fee fully covered

Medical Billing Training

Includes medical billing coursework and AMP Certificate of Completion

Exam Preparation

Practice exams and comprehensive study resources

Online Anytime Coursework

Fully self-paced — start immediately, study on your schedule

Accelerated Format

Focused training to get you working sooner

How to Pay for Your Program

OPTION 1

Self-Pay in Full

Pay \$3,200 at enrollment.
Simple, one-and-done · immediate access.

\$3,200

One payment at enrollment

RECOMMENDED

Bi-Weekly Auto-Pay

\$500 deposit at enrollment, then \$200 bi-weekly. Last payment = remaining balance.

\$200 finance charge included.

Total: \$3,400

Auto-charged via Stripe.

OPTION 3

Workforce & Grant Funding

Approved for a workforce program or grant? Michigan Works, your funding source pays AMP directly · you may owe nothing out of pocket.

Funded

Contact your local MWA.

OPTION 4 · Buy Now, Pay Later with Klarna

Split your tuition into interest-free installments. Select Klarna at checkout · no hidden fees.

Subject to Klarna approval. | klarna.com

State & Federal Workforce Funding Available

AMP works with WIOA · Michigan Works · Employer Sponsors · State & Federal Grants. If approved, your funding source pays AMP directly. Contact our admissions team or your local Michigan Works Agency.

Program Policies

Attendance Policy

Students are required to attend all scheduled class meetings, maintain weekly engagement through the Learning Management System (LMS), and communicate regularly with their assigned instructor or the Academy. Failure to meet these requirements — including attendance below 70%, missing more than three live classes without viewing recorded sessions, or lack of contact for three consecutive weeks — may result in academic dismissal without refund.

Standards of Progress

Students whose academic average drops below 70% will be placed on academic probation. We will help the student develop a clear action plan with specific goals and deadlines. If the student is unsuccessful in meeting the goals and target dates of the action plan, the student will be subject to academic dismissal with no refund.

Entrance Requirements

All applicants must be 18 years of age. A high school diploma or GED equivalent is also required for most employment opportunities but is not required to take or start the training. **No criminal record** — please contact the school for more information should you have any prior record.

Refund Policy

1. You may terminate the Enrollment Agreement or training at any time. If you do so, you must inform the school, not the instructor, in writing. Termination will become effective upon receipt of the written notice. The refund will be based on the notification week corresponding with your course assignments or week associated with start date of the program.
2. If you terminate before you commence training, you will receive a refund of the money paid to the school, minus \$500 for the course books, unless they are returned unused and unopened. The \$300.00 application fee is nonrefundable. If no unused books are returned, the total subtracted from the refund will be \$800.00.
3. If you terminate within the first 3 weeks, you will receive a prorated refund equal to the unused portion of monies received, less the application fee of \$300.00 and the book fee of \$500.00. If you terminate any time after week 3, there will be no refund. If you are on a payment plan, the balance will be effective as of drop date — 30 days to pay in full or account will be sent to collections.

Ready to Enroll?

Contact our admissions team — we will help you choose your start date, navigate funding options, and get you enrolled.

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