



MedCertify

Train for Healthcare & IT Careers



MEDICAL ADMINISTRATIVE ASSISTANT **WITH ELECTRONIC HEALTH RECORDS**

PROGRAM

SYLLABUS

WWW.MEDCERTIFY.COM

ONLINE DELIVERY

240 INSTRUCTIONAL
CLOCK HOURS
24 WEEKS



OVERVIEW:

The Medical Administrative Assistant with Electronic Health Records (EHR) program equips students with the practical knowledge and skills needed to manage front-office healthcare operations and handle digital patient data. Students will learn how to support physicians and healthcare staff by organizing files, scheduling appointments, transcribing medical dictation, maintaining accurate patient records, and managing electronic health information. With an increasing national focus on digital healthcare systems, EHR specialists and medical administrative assistants play a critical role in improving the efficiency and accuracy of patient care delivery.

Students will learn to:

- Communicate effectively with patients and staff using professional verbal and non-verbal techniques.
- Understand medical terminology and basic anatomy relevant to administrative tasks.
- Apply OSHA and HIPAA regulations to ensure safety, compliance, and patient data security.
- Describe various medical specialties and understand the roles of allied health professionals.
- Demonstrate professional written and oral communication in clinical environments.
- Schedule patient appointments efficiently using various systems and maintain physician calendars.
- Create, organize, and maintain accurate patient records and medical documentation.
- Utilize Electronic Medical Records (EMR) systems to input, update, and manage patient information.
- Understand the structure and workflow of daily operations in a healthcare office.
- Prepare and process healthcare claims while following proper billing and insurance procedures.
- Apply basic bookkeeping skills and manage billing cycles within a medical office.



PROGRAM FEATURES

- ✓ Expert Guidance Provided Through Live Mentoring Support Sessions
- ✓ Access to On-Demand Video Lessons for the Duration of Your Program
- ✓ Flexible, Self-Paced Learning that Adapts to your Schedule
- ✓ Dedicated Academic Coaches
- ✓ National Certification Exam Preparation Support



PROGRAM COURSES

- ✓ Career Development
- ✓ OSHA/HIPAA
- ✓ Medical Office Productivity 2021
- ✓ Medical Terminology with A&P
- ✓ Professional Office Development
- ✓ Medical Administrative Assistant
- ✓ Electronic Health Records Part 1
- ✓ Electronic Health Records Part 2

PROGRAM OUTLINE

WEEKS 1-2

Introduction to Medical Terminology
Professional Office Development (Lessons 1-5)
Create your LinkedIn Account
OSHA Reading and Quiz/HIPAA Reading and Quiz
Medical Office Productivity (Microsoft Word, Excel, Outlook)
Career Development Assignments

WEEK 3

Chapter 1: Introduction to Administrative Medical Assisting
Chapter 2: The Health Care Environment

WEEK 4

Chapter 3: Medicolegal and Ethical Responsibilities
Chapter 4: The Art of Communication

WEEK 5

Chapter 5: Written Communication and Correspondence
Chapter 6: Processing Mail and Electronic Correspondence

WEEK 6

Chapter 7: The Front Office Environment
Chapter 8: Telephone Procedures

WEEK 7

Chapter 9: Appointments

WEEK 8

Chapters 10 & 11: Office Managerial Responsibilities and Filing Procedures
Chapters 12: Medical Records

WEEK 9

Chapter 13: Drug/Prescription Records

WEEK 10

Chapter 16: Health Insurance Systems
Chapter 17: Insurance Claims Processing

WEEK 11

Chapter 18: The Revenue Cycle: Fees, Credit, and Collections
Chapter 19: Bookkeeping and Banking

WEEK 12

Chapter 20: Financial Management
Chapter 21: Seeking a Position as a Medical Administrative Assistant

WEEK 13

Capstone & Certification Prep
Administrative Capstone Simulation

WEEK 14

Billing Capstone Simulation
Certification Practice Exams & Mock Exams

WEEK 15

Introduction to Practice Management and Electronic Medical Records.

WEEK 16

Patient Registration and Data Entry.
Scheduling, Rescheduling, and Canceling Patient Appointments.

WEEK 17

Preparing for Patient Appointments.
Checking in Patients and Performing Insurance Eligibility.

WEEK 18

Posting an Insurance Copayment.

PROGRAM OUTLINE

WEEK	19
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Documenting Clinical Encounters.

WEEK	20
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Managing Provider Orders and Patient Communication.

WEEK	21
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Working with Prescriptions and eRx.

WEEK	22
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Preparing Electronic Encounter Forms for Billing.

WEEK	23
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Medical Billing
Patient Collections

WEEKS	24
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Moss 4.0 Final Exam
Moss 4.0 Capstone Simulation Exam



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