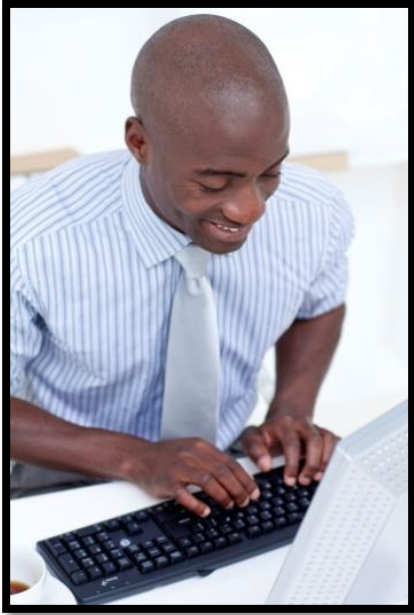


MEDICAL OFFICE ASSISTANT (CEHRS/CMAA)



The Medical Office Assistant program is a twelve to fourteen-week program that consists of 270 hours of classroom, computer lab and clinical (preceptorship) instruction. At the conclusion of the program, graduates will be eligible to sit for the National Healthcare Association's Certified Electronic Health Records Specialist (CEHRS) and Certified Medical Administrative Assistant (CMAA) exam. Medical Office Assistants may be employed in hospitals as unit secretaries or patient clerks. They may also work in the front desk or business offices of clinics, physicians' offices, other health care provider locations. They may greet patients, assemble and organize medical records, perform office accounting and bookkeeping, file documents, perform data entry, complete basic billing and coding tasks, complete insurance claims, verify insurance coverage, manage inventory, and respond to telephone, electronic and written communication. Medical Office Assistants may also schedule/coordinate appointments, outpatient procedures, hospital admissions, and physician consultations.

Jeremiah's Hope Academy is an Eligible Training Provider for WIOA, Office of Vocational Rehabilitation, and the Veterans GI Bill in the State of Alabama.

"Training You Can Believe In"

St. Vincent's Birmingham
Jeremiah's Hope Academy
2800 University Boulevard, Suite 101
Birmingham, Alabama 35233
205-939-7233
www.jhacademy.org

Application Requirements

A high school diploma or GED is required. Applicants must be at least 18 years old, complete a background check, and drug screening. Interviews are required. This process is lengthy and competitive but assures that students will be qualified to work in hospitals and healthcare institutions. Nonrefundable application fees are required.

Training

Training programs provide classroom instruction and supervised clinical experiences related to Electronic Health Records procedures, interpersonal/communication skills, legal and ethical responsibilities, medical terminology, basic human anatomy, transcription of doctors' orders and employability skills. Supervised clinical experiences for Electronic Health Records Specialists occur in a physician office or hospital setting. Successful completion of an approved Electronic Health Records Specialist program prepares the student to take the National Healthcare Career Certification Examination.

- **\$20 Application Fee (Non-refundable)**
- **Tuition Cost** (includes books, supplies and basic cert. fee): **\$2,163.00**
- Additional cost for clinical scrubs

***Scholarships are available for those who qualify**

Fees effective January, 2018 and are subject to change

Medical Office Assistant FAQs

Where do Medical Office Assistants work, what are their hours, and what do they do?

Medical Office Assistants work in hospital, clinic and office settings. Full-time, part-time and flex-time positions are available, and some may include night and week-end shift opportunities.

Since the function of the Medical Office Assistant is to support the medical staff, they often serve as the link between departments, physicians, nursing staff, patients and visitors, and must possess strong verbal and written communication skills to ensure the smooth delivery of services. Medical Office Assistants are highly visible and serve at the initial contact in nearly every work setting and represent the medical staff. It is crucial that these individuals be highly organized, be able to prioritize work for effectiveness and efficiency, and to be calm and professional when dealing with the public. Medical Office Assistants answer a particular vocational call to sacred work as they set the tone for a patient's visit.

What can the Medical Office Assistant expect in the workplace?

The Medical Office Assistant can expect to work in an office setting, using computers, telephone, office machines and paper records. Teamwork, technical skills, and strong interpersonal skills are required for success in the field of Medical Office Assisting.

What are the physical demands of being an Medical Office Assistant?

This work demands long periods of sitting, and may include stooping, reaching, kneeling, occasional lifting/pushing, and walking.

What will the Medical Office Assistant training include?

The Medical Office Assistant training is a twelve to fourteen week program that incorporates classroom, interactive computer skills lab, and a clinical experience course in the hospital/clinical setting. Classroom instruction offers the Medical Office Assistant a wide variety of classes in Life Skills, human relations, introduction to healthcare, basic human structure, medical terminology, electronic health records, and faith based patient care which provides a holistic view of their role in healthcare provision.

What is the class schedule for Medical Office Assistant training at Jeremiah's Hope Academy?

The class schedule is dependent upon available classroom space, and is subject to change based upon the classroom needs of St. Vincent's Birmingham for meetings and training events. You can go to the website at www.jhacademy.org to see the most up to date class schedules.

Can I expect to find employment as an Medical Office Assistant?

Nearly every hospital or healthcare provider has frequent openings for Unit Secretaries, Schedulers, Receptionists, Admissions Clerks and/or Patient Advocates. Medical Office Assistants are eligible to apply for and fill these positions. It is a growing field and, with the current health care reform, the need is projected to increase.