

Medical Administrative Assistant with EHR Certificate



Professional and Continuing Education

With healthcare reform, medical records must move to an electronic format, which has created an incredible need for administrative professionals trained on electronic health record (EHR) software. With our Medical Administrative Assistant with EHR Online Certificate Program you'll have the specialized training you need to excel in your new field.

Who Should Attend

Professionals who are interested in working in doctors' offices, dental offices, hospitals, outpatient clinics, insurance companies and many other medical facilities.

Certificate Completion

The curriculum is specifically designed to prepare you for the Certified Medical Administrative Assistant (CMAA) and Certified Electronic Health Record Specialist (CEHRS) exams, train you on the industry-standard ezEMRx EHR software and help you gain the necessary knowledge and skills to begin working immediately upon graduation.



Career Pathways

Medical administrative assistants work in a professional environment in a variety of healthcare facilities, and the demand for them will only increase as electronic health records become more standard. Positions can be found in doctors' offices, hospitals, outpatient clinics and many other types of healthcare facilities.

Skill Sets

- Prepare for the Certified Medical Administrative Assistant (CMAA) and Certified Electronic Health Record Specialist (CEHRS) exams
- Train on the industry-standard ezEMRx EHR software
- Gain the necessary knowledge and skills to begin working immediately upon graduation

Training Time

Program Orientation	1
Working as an Electronic Health Records Office Professional	3
Computer Fundamentals	5
Keyboard Kinetics	10
Beginning Microsoft Word 2010	18
Beginning Microsoft Excel 2010	20
Healthcare Structure and Organization	25
Medical Law and Ethics	5
Health Insurance Portability and Accountability Act	5
Healthcare Documentation	7
Exploring Healthcare Reimbursement	25
Medical Word Building	15
Basic Anatomy	15
Mastering Medical Language	23
Grammar and Punctuation	10
Medical Office Procedures	20
Medical Records Management	55
Medical Office Management	12
Practice Finances	10
Final Exam Preparation	1

Total Hours: 285



Requirements

Must have access to a computer, Internet and an active e-mail account.

Delivery Format

- The entire program is offered online
- Start anytime during the quarter
- Complete it from the convenience of your home and on your schedule
- Progress at the pace that matches your learning style

For more information, contact the PACE Program staff at (909) 537-5976, or email pace@csusb.edu.

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