

medical administrative assistant training online

medical administrative assistant training online provides a flexible and efficient pathway for individuals seeking to enter the healthcare administration field. This form of education allows students to gain essential skills and knowledge without the constraints of traditional classroom settings. With the increasing demand for skilled medical administrative assistants in healthcare facilities, online training programs have become a popular choice. These programs are designed to cover vital topics such as medical terminology, office management, billing, and coding. Additionally, online training offers the convenience of self-paced learning, making it accessible for working professionals or those with other commitments. This article delves into the benefits, curriculum, career prospects, and how to select the best medical administrative assistant training online programs available today.

- Benefits of Medical Administrative Assistant Training Online
- Core Curriculum and Skills Acquired
- Accreditation and Certification
- Career Opportunities and Job Outlook
- Choosing the Right Online Training Program
- Technical Requirements and Learning Platforms

Benefits of Medical Administrative Assistant Training Online

Medical administrative assistant training online offers numerous advantages compared to traditional in-person classes. One of the primary benefits is flexibility, allowing students to study at their own pace and schedule. This is particularly beneficial for individuals balancing work, family, or other responsibilities. Online programs also often provide a wider range of course options and specializations, catering to diverse career goals. Furthermore, many online courses are more affordable, reducing the financial burden of education. The accessibility of online training enables students from various geographic locations to enroll without the need to relocate. Additionally, modern online platforms incorporate interactive tools and resources that enhance the learning experience, including virtual simulations and discussion

forums.

Flexibility and Convenience

Online training programs allow students to access course materials anytime and anywhere, fitting studies around personal and professional commitments. This flexibility is crucial for adult learners and those seeking career changes.

Cost-Effectiveness

By eliminating commuting and housing expenses, medical administrative assistant training online can be more economical. Many programs also offer financial aid or payment plans to support students.

Access to Diverse Resources

Online education platforms provide multimedia content, including videos, quizzes, and downloadable materials, which cater to various learning preferences and enhance comprehension.

Core Curriculum and Skills Acquired

The curriculum of medical administrative assistant training online is carefully structured to equip students with comprehensive knowledge and practical skills needed in healthcare administration. Key subjects typically include medical terminology, healthcare laws and ethics, electronic health records (EHR), billing and coding, appointment scheduling, and communication skills. These programs emphasize both technical proficiency and interpersonal abilities essential for managing patient interactions and office operations efficiently. Additionally, students learn to use common healthcare software and tools that are standard in medical offices today.

Medical Terminology and Healthcare Knowledge

Understanding medical terms and concepts is foundational for effective communication between patients and healthcare providers. Training covers anatomy, physiology, and various healthcare procedures.

Billing, Coding, and Insurance Processing

Students gain expertise in medical billing codes such as ICD-10 and CPT, insurance claims processing, and reimbursement procedures, which are critical

for the financial operations of medical offices.

Administrative and Office Management Skills

Courses train students in scheduling, records management, office software proficiency, and maintaining patient confidentiality in compliance with HIPAA regulations.

Communication and Customer Service

Effective communication skills are emphasized to handle patient inquiries, coordinate with healthcare professionals, and manage office workflow smoothly.

Accreditation and Certification

When pursuing medical administrative assistant training online, accreditation of the program is a vital consideration. Accredited programs meet established educational standards and are recognized by employers and professional organizations. After completing training, obtaining certification can significantly enhance a graduate's employability and credibility. Common certifications include the Certified Medical Administrative Assistant (CMAA) credential offered by the National Healthcareer Association (NHA). Certification validates the candidate's expertise and commitment to the profession.

Importance of Accreditation

Accreditation ensures that the online program follows rigorous curricula, qualified instructors, and adequate student support services, which contribute to quality education.

Popular Certifications for Medical Administrative Assistants

Besides CMAA, other certifications include the Certified Medical Office Assistant (CMOA) and certifications focused on medical billing and coding, which can broaden career opportunities.

Certification Eligibility and Exam Preparation

Programs often include preparatory courses that help students review key concepts and practice exam questions to pass certification tests

successfully.

Career Opportunities and Job Outlook

The healthcare industry continues to grow, increasing demand for qualified medical administrative assistants who can efficiently manage the administrative functions of medical facilities. Graduates of medical administrative assistant training online are prepared for roles in various settings such as hospitals, private practices, outpatient clinics, and insurance companies. Job duties typically involve managing patient records, scheduling appointments, billing, and serving as a liaison between patients and medical staff. The career outlook is positive, with steady employment growth projected due to expanding healthcare services and technological advancements requiring skilled administrative personnel.

Common Job Titles and Work Environments

Positions include Medical Administrative Assistant, Medical Secretary, Health Unit Coordinator, and Medical Office Manager. Work environments vary from small clinics to large healthcare networks.

Salary Expectations

Compensation varies based on location, experience, and employer size, with opportunities for advancement into supervisory or specialized administrative roles.

Advancement and Continuing Education

Experienced medical administrative assistants can pursue further education or certifications in medical coding, health information management, or healthcare management to enhance career prospects.

Choosing the Right Online Training Program

Selecting an appropriate medical administrative assistant training online program involves evaluating several factors to ensure alignment with career goals and learning preferences. Prospective students should consider program accreditation, curriculum comprehensiveness, instructor qualifications, student support services, and tuition costs. Reading reviews and comparing program outcomes can provide insights into the effectiveness of the training. Additionally, verifying that the program offers certification preparation is important for future employment opportunities.

Evaluating Curriculum and Course Content

The program should cover all essential areas including medical terminology, billing and coding, office technology, and communication skills relevant to healthcare settings.

Instructor Expertise and Support

Qualified instructors with healthcare experience and accessible support services enhance the learning experience and contribute to student success.

Flexibility and Learning Format

Programs offering self-paced learning, interactive modules, and virtual labs cater to diverse learning styles and schedules.

Cost and Financial Aid Options

Understanding tuition fees, additional costs, and availability of scholarships or payment plans is crucial for making an informed decision.

Technical Requirements and Learning Platforms

Medical administrative assistant training online requires reliable technology and familiarity with digital learning platforms. Students must have access to a computer or tablet with a stable internet connection to participate in virtual classes, complete assignments, and communicate with instructors and peers. Many programs utilize learning management systems (LMS) that host course materials, quizzes, and discussion boards. Being comfortable with basic computer skills and common software such as word processors and spreadsheets is essential for successful completion of the training. Some programs may also provide technical support to assist students with platform navigation and troubleshooting.

Hardware and Software Needs

Minimum system requirements typically include a modern device, updated web browsers, and software compatible with course content.

Online Learning Platforms

Popular LMS platforms used in online training include Moodle, Blackboard, Canvas, and proprietary systems designed for healthcare education.

Technical Support and Resources

Accessible technical assistance ensures students can resolve issues promptly and maintain consistent progress throughout the program.

Time Management and Self-Motivation

Successful online learners develop strong time management skills and self-discipline to stay engaged and complete coursework independently.

Frequently Asked Questions

What are the key topics covered in medical administrative assistant training online?

Medical administrative assistant training online typically covers medical terminology, healthcare laws and ethics, medical billing and coding, electronic health records (EHR) management, appointment scheduling, and communication skills.

How long does it usually take to complete an online medical administrative assistant training program?

The duration of online medical administrative assistant training programs varies but generally ranges from 3 to 12 months, depending on the course depth, whether it's full-time or part-time, and the institution offering the program.

Are online medical administrative assistant training programs accredited?

Many reputable online medical administrative assistant training programs are accredited by recognized organizations such as the Commission on Accreditation of Allied Health Education Programs (CAAHEP) or the Accrediting Bureau of Health Education Schools (ABHES), ensuring quality education and industry recognition.

What career opportunities are available after completing medical administrative assistant training online?

After completing training, graduates can work as medical administrative assistants, medical office managers, billing and coding specialists, medical receptionists, or healthcare administrative coordinators in hospitals,

clinics, and other healthcare settings.

Is prior healthcare experience required to enroll in an online medical administrative assistant training program?

Most online medical administrative assistant training programs do not require prior healthcare experience, making them accessible to beginners. However, some programs may recommend basic computer skills and a high school diploma or equivalent.

Can online medical administrative assistant training prepare me for certification exams?

Yes, many online training programs are designed to prepare students for certification exams such as the Certified Medical Administrative Assistant (CMAA) exam offered by the National Healthcareer Association (NHA), enhancing job prospects and professional credibility.

Additional Resources

1. Medical Administrative Assistant Training: The Ultimate Guide

This comprehensive guide covers all the essential skills needed to excel as a medical administrative assistant. It includes modules on medical terminology, office procedures, and electronic health records management. Ideal for online learners, it combines theory with practical exercises to enhance understanding.

2. Online Medical Administrative Assistant Certification Workbook

Designed specifically for online students, this workbook provides interactive exercises and quizzes to reinforce learning. It covers scheduling, billing, coding, and communication skills necessary for a medical administrative assistant. The book also offers tips on passing certification exams.

3. Mastering Medical Office Procedures: An Online Training Manual

This manual offers detailed instruction on managing the workflow of a medical office. Topics include patient intake, insurance processing, and compliance with healthcare regulations. Its structured approach makes it perfect for self-paced online study.

4. Medical Terminology for Administrative Assistants

Focused on the medical language used in healthcare settings, this book helps students build a strong foundation in terminology. It uses online-friendly formats such as flashcards and quizzes to facilitate learning. Understanding medical terms is crucial for accurate documentation and communication.

5. Electronic Health Records and Medical Office Management

This title explores the digital tools and systems critical for modern medical

administrative assistants. It explains how to navigate electronic health records (EHR) software and maintain patient confidentiality. The book is tailored for those training through online platforms.

6. Billing and Coding Essentials for Medical Administrative Assistants

An essential resource for understanding healthcare billing and coding processes, this book simplifies complex concepts. It provides real-world examples and practice scenarios to help learners prepare for roles in medical billing departments. Online learners will find the step-by-step instructions particularly valuable.

7. Effective Communication Skills for Medical Administrative Assistants

Communication is key in healthcare environments, and this book focuses on developing those skills. It covers patient interaction, professional correspondence, and teamwork within medical offices. The content is designed to be easily accessible for distance learners.

8. Legal and Ethical Issues in Medical Administration

This text addresses the important legal and ethical responsibilities of medical administrative assistants. Topics include patient privacy laws, consent, and professional conduct. Its clear explanations help online students understand regulations that impact daily medical office operations.

9. Time Management and Organizational Skills for Medical Administrative Assistants

Effective time management is crucial in a busy medical office, and this book provides strategies to improve productivity. It includes tips on prioritizing tasks, managing appointments, and handling interruptions. The book supports online learners with exercises that promote practical application.

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medical administrative assistant training online: Cmaa certified medical administrative assistant exam prep 2025-2026 Elliot Spencer, 2025-08-01 Today's healthcare employers demand more than basic knowledge—they want job-ready professionals who can think on their feet, manage fast-paced front office operations, and communicate with empathy and precision. But how do you prepare for an exam that tests not just what you know, but how well you can apply it in real-world clinical settings? That's the challenge. This book is the solution. Expertly crafted to align with the latest CMAA exam blueprint from the National Healthcareer Association (NHA), this powerful guide equips you with everything you need to pass with confidence. From mastering patient scheduling and navigating EHR systems to understanding HIPAA compliance and medical terminology, every chapter is designed with the practical tools, test-taking strategies, and insider insights that reflect

what you'll actually encounter on exam day. What truly sets this book apart? Over 400 high-quality practice questions and realistic full-length exams. Are you feeling overwhelmed by the pressure to pass the CMAA exam—but unsure where to even begin? You're not alone. Every year, thousands of aspiring medical administrative assistants find themselves lost in a sea of outdated materials, confusing terminology, and generic practice tests that don't reflect the real exam. If you've ever felt stuck, anxious, or second-guessed your ability to pass on the first try, CMAA Certified Medical Administrative Assistant Exam Prep 2025-2026 by Elliot Spencer is the clear, confident path forward. Today's healthcare employers demand more than basic knowledge—they want job-ready professionals who can think on their feet, manage fast-paced front office operations, and communicate with empathy and precision. But how do you prepare for an exam that tests not just what you know, but how well you can apply it in real-world clinical settings? That's the challenge. This book is the solution. Expertly crafted to align with the latest CMAA exam blueprint from the National Healthcareer Association (NHA), this powerful guide equips you with everything you need to pass with confidence. From mastering patient scheduling and navigating EHR systems to understanding HIPAA compliance and medical terminology, every chapter is designed with the practical tools, test-taking strategies, and insider insights that reflect what you'll actually encounter on exam day. What truly sets this book apart? Over 400 high-quality practice questions and realistic full-length exams that mirror the structure, tone, and difficulty of the actual test—so you can walk in prepared, not panicked. Imagine walking into your exam room knowing you've trained for every question format, mastered the content inside and out, and practiced under conditions that feel just like the real thing. This is more than a study guide—it's your personal roadmap to certification, career advancement, and long-term success in the growing field of healthcare administration. Whether you're a recent graduate, a career changer, or a working professional ready to take the next step, this book meets you where you are—and gets you where you need to go. Don't leave your future to chance. Start your journey today with the guide trusted by tomorrow's certified medical administrative assistants. Buy now and take control of your CMAA success—because your career is worth the best. Translator: Nicolle Raven PUBLISHER: TEKTIME

medical administrative assistant training online: *Plunkett's Procedures for the Medical Administrative Assistant* Heather D Ramsay, Marie Rutherford, 2019-12-11 - NEW! Four Colour design with new art programme better illustrates current concepts and improves readability and visual appeal. - UPDATED! Expanded coverage of healthcare plans across Canada. - NEW! Coverage of Electronic Medical Records (EMR). - NEW! Evolve site including chapter review questions, review questions, videos, forms and templates, audio glossary, and more! - UPDATED! Reflects contemporary standards, technological tools, and terminology used in day-to-day modern health care practice. - NEW! New and revised learning tools - including: learning objectives, key terms, assignment boxes, tips, critical thinking boxes, and Did You Know boxes. - UPDATED! Reflects current privacy legislation (PIPEDA) and changes to provincial and territorial Freedom of Information acts. - NEW! Chapter order and comprehensive Table of Contents.

medical administrative assistant training online: *Medical Office Administration - E-Book* Brenda A. Potter, 2021-09-04 Learn the skills you need to succeed in the modern medical office! *Medical Office Administration: A Worktext*, 5th Edition provides a clear, hands-on approach to help you master the role and responsibilities of the administrative medical assistant. With a focus on exceptional patient service, this easy-to-read text stresses comprehension, application, and critical thinking to ensure you are job-ready on Day 1. When used in conjunction with SimChart® for the Medical Office, Elsevier's educational EHR (sold separately), you will gain realistic experience with day-to-day tasks as if you were in an actual office setting. This worktext helps you develop the knowledge and skills you need to think critically and respond confidently to the challenges you'll encounter on the job. - Approachable writing style uses a conversational tone for easy understanding. - Procedure checklists outline the steps required to complete a full range of administrative tasks. - Patient-centered focus highlights the importance of exceptional service as a key component of every Medical Assisting competency. - Think About It feature encourages you to

apply your knowledge to realistic work situations and develop critical thinking. - Chapter checkpoints promote comprehension with questions following sections of the text. - Compliance tips provide focused guidance on how to follow HIPAA mandates. - Learning resources on the Evolve website provide extra practice, including chapter quizzes, a sample certification exam, and interactive forms. - NEW content expands discussion of patient confidentiality, healthcare data security, appointment scheduling, procedure coding changes, job search strategies, and more. - UNIQUE! Correlation with NEW SimChart® for the Medical Office (SCMO) exercises simulates all aspects of the administrative functions that make up the day-to-day practice of a medical office. (SCMO sold separately.) - NEW! Sample practice examination on the Evolve website provides effective preparation for certification.

medical administrative assistant training online: Kinn's The Administrative Medical Assistant - E-Book Alexandra Patricia Adams, 2013-11-28 Prepare for a successful career in medical assisting! Kinn's The Administrative Medical Assistant, 8th Edition helps you learn the real-world administrative skills essential to working in the health care office. In-depth coverage ranges from professional behavior and interpersonal skills to billing and coding, electronic health records and management of practice finances. Written by administrative medical assisting expert Alexandra Adams, this classic resource also includes an Evolve companion website with exercises and activities, videos, review questions for the CMA and RMA certification exams, and an interactive portfolio builder. Step-by-step, illustrated procedures make it easier to learn and understand medical assisting skills, and include rationales for each step. Threaded case scenarios let you develop critical thinking skills and apply concepts learned in each chapter to realistic administrative situations. Study Guide includes a variety of exercises to test your knowledge and critical thinking skills, case scenarios from the book, and a Procedure Checklists Manual. Sold separately. Emergency Preparedness and Assisting with Medical Emergencies chapter prepares you to take action during crises and urgent situations. Detailed learning objectives and vocabulary with definitions in each chapter help you study more effectively, with connections icons linking concepts in the text to exercises in the study guide and on the Evolve companion website. Patient education and legal and ethical issues are described in relation to the Medical Assistant's job. A Portfolio Builder on the Evolve website helps you demonstrate proficiency to potential employers. NEW! Charting examples within the procedures are highlighted for easier learning. UPDATED coverage of the Electronic Health Record ensures that you are familiar with the technology you'll use on the job.

medical administrative assistant training online: Job Readiness for Health Professionals - E-Book Elsevier, 2016-06-11 Get an edge in the job market and develop the soft skills — the personal qualities, habits, attitudes, and social graces needed to work successfully with anyone, anywhere. Job Readiness for Health Professionals, Soft Skills Strategies for Success, 2nd Edition provides a unique tool for soft skill programming to help graduates succeed on the job as effective, engaged, and high-functioning employees. This handy resource uses an 8th grade reading level and a consistent, easy-to-follow modular format to guide you through the essential entry-level soft skills like how to dress, speak, and collaborate in the healthcare setting. With two new chapters, new Video Case vignettes, and 48 soft skills and behavioral competencies, it gives you the tools you need to join the healthcare workforce. Behavioral objectives provided for mastering each skill. Worktext format with journaling activities and multiple self-reflection activities offers valuable review exercises. Critical thinking exercises woven throughout skills include multidisciplinary scenarios from the field. What If? boxes feature short scenarios that encourage you to think about how you would handle a situation in the workplace. Case studies throughout use fictional vignettes to illustrate the issues involved with the specific skills. Down a Dark Road vignettes depict what can go terribly wrong when a skill is ignored or not mastered. Experiential Exercises are actions or experiments that you can perform on your own to gain a deeper appreciation for the skill. Cross Currents with Other Skills ties together and cross-references related skills, pointing out the synergies and connections between them. NEW! Highly anticipated Finding Your First Job chapter highlights competencies that you need to consider and prepare for when starting your job search,

beginning a career in the health professions, writing your resume, and interviewing. NEW! Video Case vignettes with assessment and implementation tools on interview skills, active listening, dealing with others, problem solving and decision making, communication, presenting yourself for the workforce, working as a team, dealing with authority, and enhancing your promotability provide a multimedia component with real-life workplace scenarios for your review. NEW! Being a Student chapter covers competencies where students often struggle, including: taking meaningful notes, remaining calm and confident during assessments, and successfully preparing for practicum interviews. NEW! New content on financial literacy, including managing finances and paying back students loans, covers the impact financial decisions have on your life — both personally and as you look for a job.

medical administrative assistant training online: *Kinn's The Administrative Medical Assistant E-Book* Brigitte Niedzwiecki, Julie Pepper, 2022-11-19 **Selected for Doody's Core Titles® 2024 in Medical Assisting**More than any other product on the market, the most successful medical assistants begin their careers with Kinn. Known for more than 65 years for its alignment with national curriculum standards, Kinn's The Administrative Medical Assistant: An Applied Learning Approach, 15th Edition teaches the real-world administrative skills essential for a career in the modern medical office — always with a focus on helping you apply what you've learned. This edition features new and expanded content on insurance, coding, privacy and security, telehealth logistics, and much more. With its approachable writing style appropriate for all levels of learners and a full continuum of separately sold adaptive solutions, EHR documentation experience, and HESI remediation and assessment, quickly master the leading skills to prepare for certification and a successful career in the dynamic and growing administrative medical assisting profession! - Step-by-step, illustrated procedures include rationales and a focus on professionalism. - Electronic health record (EHR) coverage provides access to hands-on activities using SimChart® for the Medical Office (sold separately). - Applied learning approach incorporates threaded case scenarios and critical thinking applications. - Patient education and legal and ethical features at the end of each chapter reinforce legal and communications implications within medical assisting practice. - Key vocabulary terms and definitions are presented at the beginning of each chapter, highlighted in text discussions, and summarized in a glossary for quick reference. - Robust Evolve companion website offers procedure videos, practice quizzes, mock certification exams, and interactive learning exercises. - NEW! Content aligns to 2022 Medical Assisting educational competencies. - NEW and UPDATED! Comprehensive coverage of all administrative functions complies with accreditation requirements and includes insurance, coding, privacy and security, telehealth logistics, and more. - NEW! Artwork familiarizes you with the modern medical office and equipment.

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realistic scenarios to make the content more personal and relatable. - NEW! Preparing for the Externship chapter is added to this edition. - NEW job readiness content includes up-to-date information on the use of social media, as well as certifications and registrations for healthcare professionals, mentoring, work-life balance, and continuing education. - NEW! Updated content on diversity, equality, and inclusion is also added to this edition. - NEW What If? scenarios and case studies are added.

medical administrative assistant training online: Job Readiness for Health Professionals Elsevier, 2015-12-02 Get an edge in the job market and develop the soft skills - the personal qualities, habits, attitudes, and social graces needed to work successfully with anyone, anywhere. Job Readiness for Health Professionals, Soft Skills Strategies for Success, 2nd Edition provides a unique tool for soft skill programming to help graduates succeed on the job as effective, engaged, and high-functioning employees. This handy resource uses an 8th grade reading level and a consistent, easy-to-follow modular format to guide you through the essential entry-level soft skills like how to dress, speak, and collaborate in the healthcare setting. With two new chapters, new Video Case vignettes, and 48 soft skills and behavioral competencies, it gives you the tools you need to join the healthcare workforce. Behavioral objectives provided for mastering each skill. Worktext format with journaling activities and multiple self-reflection activities offers valuable review exercises. Critical thinking exercises woven throughout skills include multidisciplinary scenarios from the field. What If? boxes feature short scenarios that encourage you to think about how you would handle a situation in the workplace. Case studies throughout use fictional vignettes to illustrate the issues involved with the specific skills. Down a Dark Road vignettes depict what can go terribly wrong when a skill is ignored or not mastered. Experiential Exercises are actions or experiments that you can perform on your own to gain a deeper appreciation for the skill. Cross Currents with Other Skills ties together and cross-references related skills, pointing out the synergies and connections between them. NEW! Highly anticipated Finding Your First Job chapter highlights competencies that you need to consider and prepare for when starting your job search, beginning a career in the health professions, writing your resume, and interviewing. NEW! Video Case vignettes with assessment and implementation tools on interview skills, active listening, dealing with others, problem solving and decision making, communication, presenting yourself for the workforce, working as a team, dealing with authority, and enhancing your promotability provide a multimedia component with real-life workplace scenarios for your review. NEW! Being a Student chapter covers competencies where students often struggle, including: taking meaningful notes, remaining calm and confident during assessments, and successfully preparing for practicum interviews. NEW! New content on financial literacy, including managing finances and paying back students loans, covers the impact financial decisions have on your life - both personally and as you look for a job.

medical administrative assistant training online: Today's Medical Assistant Kathy Bonewit-West, BS, MEd, Sue Hunt, Edith Applegate, MS, 2015-10-13 Launch your career in medical assisting with Today's Medical Assistant, Clinical & Administrative Procedures, 3rd Edition! Bringing together the clinical know-how of Kathy Bonewit-West, the administrative expertise of Sue Hunt, and the anatomy and physiology knowledge of Edith Applegate, this hands-on guide uses easy-to-follow language and detailed visuals to walk readers through all of the medical knowledge, procedures, and skills needed for success in today's fast-paced medical office. Not only does this new edition incorporate the latest standards and competencies throughout all of its content and resources, but it also includes an incredibly wide assortment of engaging learning tools and activities that help readers fully understand and demonstrate those competencies. If you want to be fully prepared for tomorrow's medical assisting profession, then look no further than Today's Medical Assistant! Consistent and meticulous coverage throughout the main text, Evolve resources, study guide, and SimChart for the Medical Office provide reliable content and unparalleled accuracy on the responsibilities of the modern medical assistant. The most up-to-date content outfits readers with the latest information and insights on key topics such as: electronic medical records (EMR), HIPAA,

and advanced directives documentation, evaluation & management, office and hospital services (billing & coding) emergency preparedness ICD-10 coding medical office technology medical asepsis, OSHA Bloodborne Pathogens Standard; AIDS & Hepatitis, latex glove allergies vital signs pediatrics, immunization information, IM injection (theory), child abuse colonoscopies IV therapy CLIA waived tests Unique learning aids throughout the book include: procedure charting examples outlines, detailed learning objectives, and key terms for each chapter Highlight boxes What Would You Do? What Would You Not Do? boxes Patient Teaching boxes On the Web boxes Putting It All into Practice boxes Memories from Practicum boxes glossary of key terms Arsenal of engaging activities on the Evolve companion site gives users a fun way to practice their medical assisting knowledge. Over 120 procedures give readers clear, illustrated guidance on each step of every procedure. The procedural videos on the Evolve companion site enable users to view the procedures in action. 8th grade reading level makes material approachable and easy to understand for all types of readers. Full-color design makes the book visually stimulating. NEW! Chapter on nutrition underscores the CAAHEP curriculum's emphasis on nutrition by covering all of the latest nutritional information that pertains to today's medical assistants. NEW! Updated chapters on emergency preparedness and medical records ensure readers are up to date on the latest advances and rulings in these topical areas. NEW! Updated content aligned to the most recent CAAHEP and ABHES competencies ensures readers have the latest information needed to obtain employment and long-term success on the job. NEW! Expanded resources on Evolve now include videos, video evaluations, and practice examinations for the CMA, RMA, CCMA, and CMAA. NEW! Tie-in with SimChart for the Medical Office links important text content to opportunities for hands on practice working on Elsevier's educational EHR. NEW! Updated photographs and illustrations give readers a closer look at today's most pertinent information and skills for the medical assistant. NEW! Expanded A&P key terminology sections give readers ample terminology reinforcement, including proper pronunciations.

medical administrative assistant training online: *Medical Administrative Assistant* Corinthian Colleges, 2009-04

medical administrative assistant training online: Introduction to Health Services Administration - E-Book Elsevier Inc, 2017-10-23 Learn how to effectively manage both people and a practice as a health care administrator with Elsevier's Introduction to Health Services Administration. This comprehensive and easy-to-understand text includes an overview of health care delivery in the United States along with an exploration of each role and function of a health services administrator in an ambulatory care facility. From scheduling patients to managing the revenue cycle, you will learn about every aspect of workflow in addition to relevant issues that heavily influence health care practices today, like HIPPA, regulatory compliance, civil and criminal law, and more. This text also provides a wonderful overview of necessary skills such as how to use an electronic health record system and practice management software, how to budget for staff and equipment, how to manage inventory, how to manage risk, how to improve quality and performance in the practice, and how to best market the practice. If you're looking to become a successful health services administrator, this text is the critical first step. - UNIQUE! Comprehensive approach covers the role and functions of a health services administrator and applies them to an array of ambulatory care settings — from a traditional physician's office to a retail care clinic. - UNIQUE! Coverage of key PAHCOM and AAPC competencies help you prepare for the competencies on the CMM and CPPM credentialing exams. - UNIQUE! Case study scenarios are constructed around many different settings to provide a snapshot of professional life. - UNIQUE! Takeaway boxes highlight key points and important concepts. - Current Trends in Health Care boxes discuss methods, ideas, and newsworthy issues. - Take Learning to the Next Level boxes clarify the subjects being discussed with supplemental information. - Learning Checkpoints appear in each section to help you gauge your own learning successes at that point in the reading. - Review questions are tied to each learning objective. - More than 200 images illustrate difficult concepts and bring health services administration to life. - Key terms with definitions in the margins make it easy to identify and learn

new vocabulary. - Answers to exercises in the text and review questions in the back of the book equip you for self-study.

medical administrative assistant training online: Kinn's The Administrative Medical Assistant E-Book Deborah B. Proctor, Brigitte Niedzwiecki, Julie Pepper, Payel Madero, 2016-05-13 Administrative Medical Assisting begins with Kinn! Elsevier's Kinn's The Administrative Medical Assistant, 13th Edition provides you with the real-world administrative skills that are essential to working in the modern medical office. An applied learning approach to the MA curriculum is threaded throughout each chapter to help you further develop the tactile and critical thinking skills necessary in today's healthcare setting. Paired with our adaptive solutions, EHR documentation, ICD-10 coverage and, detailed procedural videos, you will learn the professional and interpersonal skills of modern administrative medical assisting! Professionalism in applicable procedures teaches you how to properly interact with patients and coworkers. Professional behavior boxes provide guidelines on how to interact with patients, families, and coworkers. Step-by-step procedures explain complex conditions and abstract concepts. Patient education and legal and ethical issues are described in relation to the Medical Assistant's job. Critical thinking applications test your understanding of the content. Threaded case scenarios help you to apply concepts to realistic administrative situations. Portfolio builder helps you demonstrate proficiency to potential employers. NEW! Chapter on The Health Record reviews how you'll be working with a patient's medical record. NEW! Chapter on Technology in the Medical Office introduces you to the role technology plays in the medical office. NEW! Administrative procedure videos helps you visualize and review key procedures. NEW! Chapter on Competency-Based Education helps you to understand how your mastery of the material will affect your ability to get a job. Basics of Diagnostic Coding prepares you to use ICD-10 coding system.

medical administrative assistant training online: *Jones & Bartlett Learning's Administrative Medical Assisting* Julie Ledbetter, 2020-04-23 Designed to ensure that every medical assisting graduate can quickly trade a cap and gown for a set of scrubs, Jones & Bartlett Learning's Administrative Medical Assisting, Fourth Edition is more than just a textbook—it's an engaging, dynamic suite of learning resources designed to train medical assisting students in the administrative skills they'll need in today's rapidly changing health care environment.

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than 30 years, this market-leading handbook equips you to succeed as medical insurance specialist in any of today's outpatient settings. Coverage emphasizes the role of the medical insurance specialist in areas such as diagnostic coding, procedural coding, Medicare, HIPAA, and bill collection strategies. As with previous editions, all the plans that are most commonly encountered in clinics and physicians' offices are incorporated into the text, as well as icons for different types of payers, lists of key abbreviations, and numerous practice exercises that assist you in accurately filling out claim forms. This new edition also features expanded coverage of ICD-10, electronic medical records, electronic claims submission, and the HIPAA 5010 — keeping you one step ahead of the latest practices and protocols of the profession. Key terms are defined and emphasized throughout the text to reinforce understanding of new concepts and terminology. Separate chapter on HIPAA Compliance in Insurance Billing, as well as Compliance Alerts throughout the text highlights important HIPAA compliance issues to ensure readers are compliant with the latest regulations. Emphasis on the business of running a medical office and the importance of the medical insurance specialist details the importance of the medical insurance specialist in the business of the medical office. Increased focus on electronic filing/claims submission prepares readers for the industry-wide transition to electronic claims submission. Separate chapter on documentation in the medical office covers the principles of medical documentation and the rationales for it. Service to Patient features in most chapters offer examples of good customer service. User resources on the Evolve companion website feature performance checklists, self-assessment quizzes, the Student Software Challenge (with cases on different payer types and an interactive CMS-1500 (02-12) form to fill in). NEW! Expanded coverage of ICD-10 prepares users to code ICD-10 with the planned effective date of October 2015. NEW! Added information on the electronic medical record and electronic claims submission — including information on the HIPAA 5010 — equips users for the transition between paper and electronic methods of medical records and links the CMS-1500 (02-12) form to the electronic submissions process. NEW! SimChart for the Medical Office (SCMO) application activities on the companion Evolve website adds additional functionality to the insurance module on the SCMO roadmap.

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