

Medical Office Assistant

Educational Objectives:

Designed to empower students with real-world administrative and clinical skills essential for a career in the modern medical office. This program includes Microsoft office basics, expanded content on medical office accounts, collections, banking, practice management, medical terminology, A&P, and pathology to support foundational learning. Also, students are presented with a solid understanding of health insurance, its types and sources, and the ethical and legal issues surrounding it. This course incorporates the latest information surrounding ICD-10, the Patient Protection and Affordable Care Act, and other timely federal influencers, as it guides students through the important arenas of health insurance such as claims submission methods, the claims process, coding, reimbursement, hospital billing, and more.

Potential Occupations:

The student will have acquired the skills necessary to obtain an entry-level position as:

- Claims Processor
- Medical Front Office Support
- Medical Billing Specialist
- Medical Office Specialist
- Front Desk Receptionist
- Medical Assistant



PROGRAM OUTLINE

Course	Title
HP 01-03	The Medical Assistant and SimChart for the Medical Office
HP 04	Computers and Office Applications
HP 06	Health Insurance Today: Billing and Coding

Total Hours: 352
Tuition Only - \$5,995

ALLENTOWN, PA

3864 Adler Place, Bethlehem, PA 18017

610-867-4002

WWW.NHNEPA.COM

EMAIL: ADMISSIONS.ALLENTOWN@NHNEPA.COM

SCRANTON/WILKES-BARRE, PA

600 Baltimore Drive, Wilkes-Barre, PA 18702

570-270-2700

WWW.NHNEPA.COM

EMAIL: ADMISSIONS.WILKESBARRE@NHNEPA.COM

Course Descriptions

COMPUTERS AND OFFICE APPLICATIONS	THE MEDICAL ASSISTANT AND SIMCHART FOR THE MEDICAL OFFICE	HEALTH INSURANCE TODAY: BILLING AND CODING
<p>Focuses on the essential skills needed to successfully apply the Microsoft Word, Excel, Outlook, and PowerPoint software products in office situations.</p> <p>Word Level 1- Formatting text and paragraphs, managing lists, adding tables, inserting graphic objects, controlling page appearance, and preparing to publish a document.</p> <p>Excel Level 1- Performing calculations and modifying, formatting and printing, and managing workbooks.</p> <p>Outlook Level 1- Formatting messages, working with attachments and illustrations, customizing message options, organizing messages, managing contacts, working with the Calendar, and working with tasks and notes.</p> <p>PowerPoint Level 1- Developing a presentation, performing advanced text editing, adding graphical elements, modifying objects, adding tables and charts, and preparing to deliver a presentation.</p>	<p>Teaches therapeutic communication, legal principles, healthcare laws, and healthcare ethics. Technology, patient processing, health records, daily operation and safety, patient accounts and practice management. Diagnostic coding, procedural coding, medical billing, and reimbursement essentials. Anatomy and medical terminology, infection control, vital signs, physical examination, patient coaching, surgical supplies and instruments, assisting with surgical procedures, electrocardiography, and medical emergencies. Principles of pharmacology, pharmacology math, administering medications, ophthalmology and otolaryngology, dermatology, allergy and infectious disease, gastroenterology, orthopedics and rheumatology, neurology, behavioral health, endocrinology, cardiology, pulmonology, urology and female reproduction, obstetrics and gynecology, pediatrics and geriatrics. Clinical laboratory, urinalysis, blood collection, analysis of blood, and microbiology and immunology.</p>	<p>This course gives students a solid understanding of health insurance, its types and sources, and the ethical and legal issues surrounding it. This course incorporates the latest information surrounding ICD-10, the Patient Protection and Affordable Care Act, and other timely federal influencers, as it guides students through the important arenas of health insurance such as claims submission methods, the claims process, coding, reimbursement, hospital billing, and more. Students will come away with a clear understanding and working knowledge of the latest advances and issues in health insurance. The origins of health insurance, tools of the trade, the legal and ethical side of medical insurance, and health care reform. Claim submission methods, reimbursement methods, the changing face of managed care, understanding and conquering Medicaid, military carriers, workers' compensation, and disability insurance. Diagnostic coding, procedural, evaluation and management, and HCPCS coding.</p>

Students who purchase a test prep package and complete the appropriate courses are eligible to take the exam for the corresponding certifications. Passing of certification exams is not guaranteed.

MAAC – Medical Administrative Assistant Certification or Medical Assistant Certification
BCSC – Billing Coding Specialist Certification

