Medical Administrative Assistant

Healthcare Pathway

A Medical Administrative Assistant manages patient interactions, medical record management, and office coordination to ensure essential support for healthcare providers. They focus on administrative tasks, including scheduling patient appointments, updating and filing patient records, and performing billing and medical coding.

Healthcare providers are facing front line staffing shortages, making those with front office medical skills in high demand.

3 Courses, 5 Certifications, 9 Credits — 234 Hours

Healthcare Admin Assistant Foundations

Electronic Health Records and Regulatory Compliance Essentials

Fundamentals of Productivity Software

5 Certifications* — NHA | Microsoft | AHA

NHA Certified Medical Administrative Assistant
NHA Certified Electronic Health Records Specialist
Microsoft Office Specialist - Excel
Microsoft Office Specialist - Outlook
American Heart Association CPR

Project

Students will apply their knowledge to demonstrate complex administrative skills in real-world healthcare settings, and learn the techniques and protocols for performing CPR.

Certificate of Achievement	College Credits

Medical Administrative Assistant

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Students who pass all the courses and pass at least 50% of the certification exams receive a **Certificate of Achievement** that represents successful completion of the Medical Administrative Assistant program.	Whether or not you plan to continue your formal education immediately after completing a NuPaths' program, you'll earn college credits that you can apply toward a college degree. Students have the potential to earn up to 9 **college credits** in the Medical Administrative Assistant program.

Course Descriptions

Healthcare Admin Assistant Foundations

This course offers a comprehensive understanding of medical terminology, anatomy and physiology, and necessary administrative tasks. Students will explore medical office software and systems while focusing on essential administrative duties for managing patient interactions and supporting clinical staff in a healthcare setting.

Electronic Health Records and Regulatory Compliance Essentials

This course covers critical areas including electronic health records (EHR) management, regulatory compliance, and the preparation of financial and clinical reports. Students will navigate and utilize EHR systems to enhance patient care and streamline administrative tasks while maintaining confidentiality in all administrative processes.

Fundamentals of Productivity Software

The course develops the skills to create workbooks and spreadsheets with Microsoft Excel for organizing and analyzing data. Students learn to use formatting, formulas, charts and various data tools for data management. Microsoft Outlook is also explored as a communication and productivity tool. Students learn to manage messages, schedules, contacts, groups and lists in the Outlook environment. Skills with the productivity tools are developed within the context of personal productivity and providing training and support to other users.

Business Skills Workshops

Focus on the business or "soft" skills that allow people to interact effectively and productively; skills like collaboration, communication, emotional intelligence, and time management.

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Skills Gained

Electronic Health Records . Medical Coding . Patient Intake . CPR . AED Operation . Infection Control HIPAA Compliance . Patient Data Security . Microsoft Office . OSHA Workplace Safety . Access Control Role-Based Privileges . Data Reporting . Medical Office Equipment . Telecommunications Management Supply Inventory . Insurance Verification . Claims Processing . Reimbursements and Payment

*Third party certification providers give certification exams that must be successfully completed as per their requirements.

NuPaths, LLC

Cofounded by Harrisburg University
www.HarrisburgU.edu

Email | info@nupaths.org
Phone | 717.901.5100 Ext. 1682
Online | www.nupaths.org
LinkedIn | https://www.linkedin.com/company/nupaths/