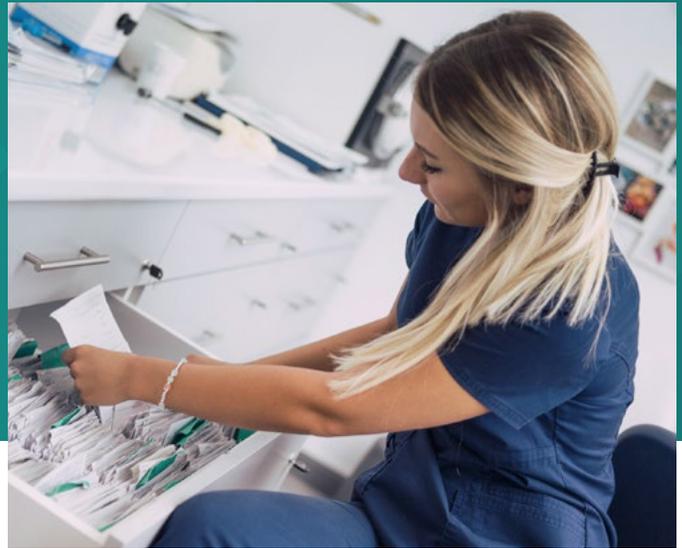


# Medical Administrative Assistant w/EHR

## INDUSTRY FACTS



### What do medical administrative assistants do?

Healthcare is changing. 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. Medical administrative assistants with EHR skills are the specialized administrative personnel increasingly in demand to keep the modern medical office running smoothly.

Specific responsibilities vary from location to location, but may include the following:

- Creating and updating patients' electronic health records
- Managing the day-to-day operations of a medical facility
- Scheduling and coordinating appointments
- Verifying patient insurance
- Completing and submitting insurance claims
- Preparing correspondence between medical providers and their patients
- Providing quality customer service to patients

### Where do they work?

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.

### How much do they earn?

Salaries for this job vary based on location and experience, but the average medical admin assistant makes \$28,600 per year.

### How's the job outlook?

Healthcare as a whole is expected to add over 2.3 million new jobs over the next few years, which is driven by an aging population that requires more care. This rapid industry expansion will greatly increase the need for administrative personnel, especially those with EHR expertise. Over 129,000 new jobs are expected for medical administrative assistants before 2026. Professionals with EHR expertise will be in the highest demand.

\*U.S. Department of Labor, Bureau of Labor Statistics

“When I signed up for the medical administrative assistant program, I was nervous because I didn't have a medical background at all. The way this program is set up has allowed me to grow and become confident in the policies and procedures expected from a certified medical administrative assistant.”

**JESSICA, CAREERSTEP LEARNER**

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## PROGRAM DETAILS

### Improve Your Life

When it comes to career training, you'll find a lot of posers out there. Con artists that'll try to impress you with fancy hyperbole. But through all the noise, the distinct sound of success can be heard. Your success. All it takes is a little push. A nudge in the right direction—and your whole life could change. New doors opened. New worlds discovered. New opportunities explored.

### Prepare For A Better Job

Train affordably without sacrificing quality. This program's comprehensive training was developed by industry professionals with years of experience and is approved by the National Healthcare Association (NHA). The program is specifically designed to help you prepare for the Certified Medical Administrative Assistant (CMAA) and Certified Electronic Health Record Specialist (CEHRS) exams and gain the necessary knowledge and skills to begin working as soon as you're ready.

### Learn Your Way (From Home)

With online training, you can absorb more knowledge and learn more skills—fast.

- Study on a schedule that fits your life
- Progress at a pace that matches your learning style
- Adjust the time and effort you devote to your coursework each day

### Receive Coaching and Guidance

When you train with CareerStep, we back you every step of the way—from sign-up through course completion.

- Learner support
- Technical support
- Career support

### Get Certified

We'll prepare you to take nationally recognized exams so you can explore greater opportunities in your area.

- **Certified Medical Administrative Assistant (CMAA)**
- **Certified Electronic Health Records Specialist (CEHRS)**

### Program Outline

#### Course

Program Orientation: Medical Administrative Assistant

HealthCare Foundational Knowledge and Basic Science

Patient Care Coordination and Education

Computer Fundamentals

Medical Administrative Assistant

Communication and Customer Service in the Healthcare Office

Medical Laws and Ethics

Electronic Medical Records

Career Success in Healthcare

Program Completion

**TOTAL HOURS: 260**

