



Administrative Medical Assistant Career Prep

265 Hours / 12 Months / Self-Paced

Certified Medical Scribe Specialists (CMSS) are credentialed and certified clinical assistants to the physician. **Each successful candidate is issued a 12-month CMS compliance issuance of certification and credentials.** CMS has asked that each provider or practice maintain a copy of the CMSS Specialist crosswalk and CMSS Compliance Certificate document in their files, just as they would retain documentation outlining their individual approach and method, as well as staffing protocols for audit purposes. ACMSS requires 3 accredited hours of Continuing Medical Education, as approved by ACMSS.

Course Overview:

Administrative Medical Assisting is one of the fastest growing careers in the health care industry today. The need for professionals that understand how to utilize computerized medical office software and perform administrative office procedures is growing substantially. Physician practices, hospitals, chiropractic practices, and other health care providers all depend on administrative professionals for day-to-day-support. In the Administrative Medical Assistant course you will learn medical terminology, patient confidentiality, scheduling, customer service, basic patient documentation, and basic billing as well as other administrative duties required by front office personnel.

About ACMSS:

ACMSS is committed to offering world class interactive online courses that provide training and learning support for the student in a number of ways during their experience. The ACMSS course structure has been developed to provide activities to guide students throughout the entire process of learning. Learning activities include hands-on assignments that allow students to use what they are learning to allow better transferable skills within their work environments; and collaborative assignments, like wikis and discussion groups that allow them to share what they have learned with others in the same course.

While a student learns, they are not alone. Each student will receive guidance and support from his or her assigned Training Assessment Manager (TAM) and Student Services Specialist (SSS) representative. In addition, we will offer live monthly webinars and feedback sessions for various subject categories. Throughout the entire course, students are monitored by the SSS representative using progress reporting from the ProTrain Registration System (PRS).

ACMSS will provide students who successfully complete their online certification programs and pass their industry level certification exams the access to the new ProTrain Education-2-Employment Career Tracker system. The Career Tracker will allow our students who pass exams to load their own resumes at no additional cost, and letting industry employers find

their talent through the same database.

Curriculum Developer Biography:

Willow Nolland is an expert in education and eLearning, with more than ten years of experience in curriculum development and instructional design. She has worked in higher education for over twelve years, and has developed numerous courses and has been involved in curriculum development across disciplines. She has experience with academic program development and coordination, curriculum development, student learning outcomes, educational partnerships, and student development. In addition, she has developed and administered professional development programs for various groups, including teachers, counselors, healthcare workers and members of private industry. She is a certified Quality Matters Reviewer and has taken graduate courses in online course development. She designs and teaches online courses at the college level and is proficient in a variety of course management systems. She has helped educators redesign their courses to transition them from a face-to-face format to an online format, and has provided course editing assistance to others. As a freelance instructional designer and curriculum developer, her projects have included course editing and redesign of online continuing education courses for nurses, CEU curriculum development for healthcare workers and teachers, and course review and editing for various colleges and universities.

Students will:

1. Identify parts of the human body.
2. Describe the basic function of each body system.
3. Utilize medical terminology in written and spoken communications.
4. Define medical terminology commonly found in the medical record.
5. Prepare and maintain the medical record.
6. Prepare and maintain the appointment schedule.
7. Demonstrate proper telephone handling techniques.
8. Compose and prepare medical correspondence.
9. Transcribe a dictated medical report.
10. Manage incoming and outgoing financial transactions for the medical practice.
11. Complete basic insurance forms, including the use of ICD-9 and ICD-10.
12. Assist with office emergencies.

Course Outline:

Lesson 1: Introduction to the Medical Assisting Profession
Lesson 2: Administrative Responsibilities of the Medical Assistant
Lesson 3: Responding to Emergencies in the Medical Office
Lesson 4: Practice Finances and Management of the Medical Office
Lesson 5: Career Strategies

All necessary materials are included.

Certification(s):

This course prepares the student to take the American College of Medical Scribe Specialists (ACMSS), Medical Scribe Certification & Aptitude Test (MSCAT) as a Certified Medical Scribe Specialist (CMSS).

System Requirements:

Internet Connectivity Requirements:

- Cable and DSL internet connections are recommended.

Hardware Requirements:

- Minimum Pentium 400 Mhz CPU or G3 Macintosh. 1 GHz or greater CPU recommended.
- 256MB RAM minimum. 1 GB RAM recommended.
- 800x600 video resolution minimum. 1025x768 recommended.
- Speakers/Headphones to listen to Dialogue streaming audio sessions.
- A microphone to speak in Dialogue streaming audio sessions.

Operating System Requirements:

- Windows Vista, 7, 8, 8.1, 9, 10
- Mac OSX 10 or higher.
- OpenSUSE Linux 9.2 or higher.

Web Browser Requirements:

- Google Chrome is recommended.
- Firefox 13.x or greater.
- Internet Explorer 6.x or greater.
- Safari 3.2.2 or greater.

Software Requirements:

- Adobe Flash Player 6 or greater.
- Oracle Java 7 or greater.
- Adobe Reader 7 or greater.

Web Browser Settings:

- Accept Cookies
- Disable Pop-up Blocker.

****Outlines are subject to change, as courses and materials are updated.****