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Certified Medical Administrative Assistant (CMAA)

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Lesson 12 – Office Environment And Daily Operations Reading Assignment: Chapter 12 (pp.187-210)
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Module 4 – Billing And Coding Procedures • Lesson 18 – Basics Of Diagnostic Coding Reading Assignment: Chapter 18 (pp.301-323) • Lesson 19 – Basics Of Procedural Coding Reading Assignment: Chapter 19 (pp.325-348) • Lesson 20 – Basics Of Health Insurance
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MEDICAL ADMINISTRATIVE ASSISTANT

Learning Outcomes At The End Of This Session Students Would Be Able To: 1) Define The Terms Profession, Professional And Professionalism. 2) List The Characteristics Of A Profession. 3) Develop Professional Attributes. 4) Distinguish Between Values, Moral And Ethics. 5) Summarise The Code Of Ethics 6) Identify Ethical
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INSTRUCTIONAL ASSISTANT (MEDICAL ASSISTANT)

- Operates A Variety Of Instructional Media, Computers, Office Machines And

Equipment. - Performs Clerical Duties On A Limited Basis. MINIMUM QUALIFICATIONS: (1) Proof Of High School Diploma Or Equivalent. (2) Recent Completion Of A Medical Assistant Back Office Program Or One Year Of Recent Medical Back Office Experience. Feb 1th, 2024

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- Preparation Of Sample Collection Labels/ Vacutainers Under Direction Of Clinical Research Coordinator Or Manager
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