



Academy of Medical Professions

Transcription Associates, Inc.

Brunswick Business Center

18 Pleasant Street, Suite 210; Brunswick, ME 04011

www.academyofmedicalprofessions.com

1-866-516-8274 . 207-721-0714 . 207-449-1242 (fax)

NATIONALLY CERTIFIED MEDICAL OFFICE SPECIALIST

**(CERTIFIED MEDICAL ADMINISTRATIVE ASSISTANT)
(CERTIFIED ELECTRONIC HEALTH RECORD SPECIALIST)**

A Medical Administrative Assistant is a versatile professional. The duties that are performed vary not only from office to office but even within the same office. Medical Administrative Assistants perform routine duties within the offices of many types of health professionals, including physicians, chiropractors, cardiologists and others. In addition, individuals can accomplish various jobs in the hospital environment, and some are employed by freestanding emergency centers and surgery centers.

Opportunities for Certified Medical Administrative Assistants are growing because of the constant change within the medical profession and the surge of cross-training, which means that one individual is trained to do a variety of duties.

Certified Medical Administrative Assistants perform many duties such as greeting patients as they arrive, obtain basic registration information, assemble patient's medical records, office accounting, filing, scheduling appointments, handle all correspondence and schedule outpatient procedures and consultations. In addition, they must have a basic knowledge of procedure and diagnostic coding, the ability to complete insurance forms and to determine insurance coverage and limitations for the patient.

This course will teach you the practical real-world skills essential for success in the healthcare field. This completely inclusive course consists of Medical Terminology, Medical Front Office Skills, EHR/EMR for the Medical Office and the Administrative Medical Assistant. You will learn MedTrak electronic records system used in many medical offices. In addition, upon completion of all courses, you will sit for your CMAA (Certified Medical Administrative Assistant) Examination and CEHRS (Certified Electronic Health Record Specialist) exams through the National Healthcare Association.

CERTIFIED MEDICAL OFFICE SPECIALIST COURSE DESCRIPTION

This course requires the following classes:

- **MEDICAL TERMINOLOGY- (16 weeks)** This course is offered both locally in the classroom setting or students can participate in the online class. Locally, classes are held once a week for 1.5 hours. Online students will be assigned an online instructor available to answer questions. Whether taking in the classroom or online, homework is e-mailed into your instructor and all exercises, activities and chapter tests are taken online.

- **CMAA- (16 weeks)** This course will teach you everything you need to successfully pass the CMAA exam through the National Health Care Association. Classes are held once a week for 3 hours. You will learn health information in the medical office, billing and coding procedures, financial and practice management and administrative duties. In addition, we take you through the “virtual medical office” to help you develop critical thinking and decision-making skills that you will need on the job. This program gives you the opportunity to practice “real” medical assisting skills before you start working in the real world. You will perform actual administrative duties like managing patient scheduling in a multi-doctor practice, complete actual medical office forms, practice taking phone messages, and transcribing doctor’s notes as well as gaining experience with the actual medical office software MedTrak. You will learn HIPAA compliance and hands-on practical use of this program from both the administrative and clinical perspective. This course is designed for those already in medical office administration or those looking to enter the medical front office field as a Certified Medical Administrative Assistant, Transcriptionist or Medical Coder.

- **MEDICAL PROFESSIONAL (36 weeks) - *This course includes Medical Office Specialist course (Certified Medical Administrative Assistant) as well as all of the Medical Billing & Coding with CPC, leaving you with 3 national certifications.*** It also includes our program at a discounted rate. The program begins with Terminology, A&P and CMAA and then you begin the Coding program at week 17. The discounted program can be found on the enrollment form labeled Medical Professional and would include the books provided below as well as for the coding course:

BOOKS INCLUDED ARE:

- Mastering Healthcare Terminology, 3rd Edition, by Shiland
- e-Practice Kit for Medical Front Office Skills, 1st Edition, by Carol Buck
- The Administrative Medical Assistant, 7th edition, by Kinn's

ENTRANCE REQUIREMENTS

All applicants must be 18 years of age. A high school diploma or GED equivalent is also required, it is not necessary to provide this for entrance into the program; however a job after the program will be contingent upon a high school diploma or GED

ATTENDANCE POLICY

Due to the intensity of this course, the attendance policy set forth by the Academy of Medical Professions is strongly enforced. Missing a local lecture must be preapproved by the instructor.

Please be aware of the difficulty of this course. The time and effort that must be put into this program in order to graduate in 16 weeks if taking the program all together at once and will require a number of study hours and homework time per week.

MOST STUDENTS require 8 months to complete. There are **no financial penalties** for going longer, and this is encouraged. **OUR GOAL: NO STUDENT LEFT BEHIND.**

REFUND POLICY

1. You may terminate the Enrollment Agreement or training at any time. If you do so, you must inform **the school, not the instructor in writing**. Termination will become effective upon receipt of the written notice. Refund will be based on notification week corresponding with your course assignments/week associated with start date of the program.
2. If you terminate within three days of enrolling, provided you have not commenced training, you will receive a refund of the money paid to the school, minus \$450 for the course books and reference books, unless they are returned unused. **The \$150.00 application fee is nonrefundable.** If no unused books are returned, the total subtracted from the refund will be \$600.00. If all materials are returned, only the application fee will be subtracted.
3. If you terminate within the first 3 weeks, you will receive a prorated refund equal to the unused portion of monies received from your last day of attendance, or week corresponding with your course assignment, less the application fee of \$150.00 and the book fee of \$450.00 for course books. **If you terminate any time after week 3, there will be no refund. If you are paying a payment plan, the balance will be effective as of drop date, 30 days to pay in full or sent to collections.**

SCHOOL CALENDAR 2012

Students wishing to take the online courses can start at any time. Local class schedule is listed below. As not all classes are held in all locations, online classes are available for local students as well.

WINTER 2012

TERMINOLOGY

CMAA

6:00-8:00 PM

5:30-8:30PM

Auburn	02/02/12	Thurs		02/07/12	Tues
Brunswick	01/31/12	Tues		02/02/12	Thurs
Gardiner	02/01/12	Wed		02/06/12	Mon
Gray	01/31/12	Tues		02/02/12	Thurs
Maranacook (Readfield)	02/01/12	Wed		02/06/12	Mon
N. Berwick (Noble)	02/01/12	Wed		02/09/12	Thurs
S. Berwick (Marshwood)	01/31/12	Tues		02/06/12	Mon
York/Kittery	01/30/12	Mon		02/07/12	Tues
Waterboro (Massabesic)	02/02/12	Thurs		02/08/12	Wed

SPRING 2012

TERMINOLOGY

CMAA

Brunswick	05/29/12	Tues	6:00-8:00 PM	05/31/12	5:30-8:30 PM Thurs
Gray	05/29/12	Tues	9:00-11:00 AM	05/31/12	9-12 AM Thurs
Maranacook (Readfield)	05/30/12	Wed	6:00-8:00 PM	06/04/12	5:30-8:30 PM Mon
N. Berwick (Noble)	05/31/12	Thurs	6:00-8:00 PM	05/29/12	5:30-8:30 PM Tues
York/Kittery	05/29/12	Tues	9:00-11:00 AM	05/31/12	9-12 AM Thurs
Waterboro (Massabesic)	05/30/12	Wed	9:00-11:00 AM	06/04/12	9-12 AM Mon

FALL 2012

TERMINOLOGY

CMAA

6:00-8:00 PM

5:30-8:30PM

Auburn	09/27/12	Thurs		09/25/12	Tues
Brunswick	09/25/12	Tues		09/27/12	Thurs
Gardiner	09/26/12	Wed		09/24/12	Mon
Gray	09/25/12	Tues		09/27/12	Thurs
Maranacook (Readfield)	09/26/12	Wed		09/24/12	Mon
N. Berwick (Noble)	09/27/12	Thurs		09/25/12	Tues
S. Berwick (Marshwood)	09/26/12	Wed		09/24/12	Mon
York/Kittery	09/25/12	Tues		09/27/12	Thurs
Waterboro (Massabesic)	09/26/12	Wed		09/24/12	Mon

*****NOT ALL CLASSES MAY BE HELD IN ALL LOCATIONS BASED ON ENROLLMENTS*****



CMAA COURSE ENROLLMENT AGREEMENT

(PLEASE PRINT AND MAIL OR EMAIL OR FAX REGISTRATION FORM TO ABOVE ADDRESS)

NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE NUMBER: _____ (H) _____ (C)

E-MAIL: _____

LOCATION ATTENDING START DATE _____

OR

ONLINE/CORRESPONDENCE START DATE: _____

(CHECK ONE)

I PLAN ON TAKING THE ENTIRE PROGRAM AT THE SAME TIME: _____

I PLAN ON TAKING TERMINOLOGY AND THEN CMAA: _____

WHERE DID YOU HEAR ABOUT OUR COURSES?:

PAYMENT METHOD

******Please make checks payable to the Academy of Medical Professions******

- Please send all registration forms to Brunswick, Maine office
- \$150.00 non-refundable enrollment fee is already included in the price
- All registration forms need to be in 2 weeks prior to beginning of class start date or call for availability; however we cannot guarantee books will be available that first class.
- All payments are to be kept in good standing or contract is null and void and you must pay remaining balance before attending any more classes or the balance with appropriate fees will be sent to collection agencies as well as legal action will be taken.

_____ SINGLE PAYMENT \$3,000.00 full CMAA program

_____ SINGLE PAYMENT \$2,800.00 full payment NO TERMINOLOGY CMAA ONLY

_____ SINGLE PAYMENT \$5,800. Medical Professional Program (CMAA AND CODING DISCOUNT)

_____ VOUCHER PAYMENT (CIRCLE ONE) \$3,000. CMAA program

OR

_____ \$5,800. Medical Professional Program (PAID BY GOODWILL, DEPT OF LABOR, MYCAA)



CMAA COURSE ENROLLMENT AGREEMENT

Page 2

CONTRACT AGREEMENT

I, _____ hereby agree to the above mentioned terms of the program. I agree to the payment plan chosen above and I have read and understand the REFUND POLICY for his course and agree to its terms:

SIGNATURE: _____ DATE: _____

WEEKLY OR MONTHLY PAYMENT PLANS

____ PAYMENT PLAN 1: **\$ 3,200.00 CMAA** Weekly payment plan
OR **\$6,000.00 MEDICAL PROFESSIONAL** Weekly payment plan
FULL COURSE (\$200 finance fee included)
Initial payment of \$500, then \$100 weekly until paid off or you may extend longer if you are taking classes one at time extending your payments, please contact the school.
******(for the medical professional course before taking national certifications and before starting the second program, the balance of the first class must be paid in full)*******

____ PAYMENT PLAN 2: **\$3,200.00 CMAA** Paid Monthly (\$500 down, \$400/month) until paid in full
OR **\$6,000.00.** Paid Monthly(\$500 down, \$500/month) until paid in full
******(for the medical professional course before taking national certifications and before starting the second program, the balance of the first class must be paid in full)*******

BE SURE TO PROVIDE CREDIT CARD INFORMATION AND DATE YOU WANT TO START THE AUTOMATIC PAYMENTS ON: _____ (initial agreement to terms)

CREDIT CARD # _____
 EXPIRATION: _____ SECURITY CODE: _____ TYPE OF CARD: _____
 NAME AS IT APPEARS ON CARD: _____
 FULL AMOUNT:\$ _____ OR DEPOSIT ONLY \$ _____
 ADDRESS WHERE CARD IS SENT IF DIFFERENT FROM REGISTRATION FORM: _____

Date that you want to start the automatic weekly payments on weekly date and amount: _____

AMOUNT OF WEEKLY OR MONTHLY PAYMENT: _____

CHECK ONE: WEEKLY ___ MONTHLY ___

(THIS INFORMATION IS ONLY NEEDED IF USING PAYMENT PLAN)

SS# _____ DRIVER'S LICENSE # _____ STATE _____

CONTRACT AGREEMENT

I, _____ hereby agree to the above mentioned terms of the program. I have seen, read, and understand the REFUND POLICY for his course and agree to its terms: (SIGN BELOW)

SIGNATURE: _____ DATE: _____