

**Student Name:**

**Projected Start Date:**

**End Date:**

## Administrative Medical Assistant Certificate Program

Lakewood College • 12900 Lake Avenue, Suite 003A, Lakewood, Ohio 44107 • 1-800-517-0857 • [www.lakewoodcollege.edu](http://www.lakewoodcollege.edu)

**Course Length: 6 Months**

**Clock Hours: 400**

**Course Code (AMA013)**

<b>Lesson #</b>	<b>Title of Lesson</b>
<b>Introduction:</b>	Medical Terminology & Anatomy
<b>Lesson 1:</b>	Becoming a Successful Student/ The Healthcare Industry
<b>Lesson 2:</b>	The Medical Assisting Profession/ Professional Behavior in the Workplace
<b>Lesson 3:</b>	Interpersonal Skills and Human Behavior/ Medicine and Ethics
<b>Lesson 4:</b>	Medicine and Law/ Computer Concepts
<b>Lesson 5:</b>	Telephone Techniques/ Scheduling Appointments
<b>Lesson 6:</b>	Patient Reception and Processing/ Office Environment and Daily Operations
<b>Lesson 7:</b>	Written Communications and Mail Processing/ The Paper Medical Record
<b>Lesson 8:</b>	The Electronic Medical Record/ Health information Management
<b>Lesson 9:</b>	Privacy in the Physician's Office/ Basics of Diagnostic Coding
<b>Lesson 10:</b>	Basics of Procedural Coding/ Basics of Health Insurance
<b>Lesson 11:</b>	The Health Insurance Claim Form/ Professional Fees, Billing and Collecting
<b>Lesson 12:</b>	Banking Services and Procedures/ Financial and Practice Management
<b>Lesson 13:</b>	Medical Practice Management and Human resources/Medical Practice Marketing and Customer Service
<b>Lesson 14:</b>	Emergency Preparedness and Assisting with Medical Emergencies/ Career Development and life Skills

**Program Tuition: \$5,775.00**

**Dominick Scholarship Offered to Military Spouses by Lakewood College -1,775.00**

**Final Tuition Costs Due: \$4,000.00**

The Administrative Medical Assistant Certificate Program is a postsecondary certificate program. We allow students 6 months to complete our Administrative Medical Assistant Certificate Program. However, since it is a self-study online course students are able to complete the program before the allowed time frame. The suggested time frame for completion is 3-6 months. This certificate program offered by Lakewood College is accredited by a national accrediting agency recognized by the Department of Education, which is the Distance Education Accrediting Commission (DEAC). This diploma program is neither a CEU or PDU program. Lakewood College is nonprofit 501 (c) (3) college. Upon graduation, students are prepared to enter the workforce and sit for the Certified Medical Administrative Assistant exam offered by the National Healthcareer Association (N.H.A) and will receive an exam voucher which covers the cost of the exam.