

Student Name:
 Projected Start Date:
 End Date:



12900 Lake Avenue, Suite 003A, Lakewood, Ohio 44107 • 1-800-517-0857 www.lakewoodcollege.edu

Administrative Medical Assistant and Medical Coding Certificate Program

Course Length: 12 Month

Course Code: (MCAMA013)

<u>Lesson #</u>	<u>Title of Lesson</u>	<u>Credit Awarded</u>	<u># of Hours</u>	<u>MvCAA Contract Costs</u>
Introduction:	Medical Terminology & Anatomy	Clock Hours	25	\$0.00
Lesson 1:	Becoming a Successful Student/ The Healthcare Industry	Clock Hours	25	\$233.33
Lesson 2:	The Medical Assisting Profession/ Professional Behavior in the Workplace	Clock Hours	25	\$233.33
Lesson 3:	Interpersonal Skills and Human Behavior/ Medicine and Ethics	Clock Hours	25	\$233.33
Lesson 4:	Medicine and Law/ Computer Concepts	Clock Hours	27	\$233.33
Lesson 5:	Telephone Techniques/ Scheduling Appointments	Clock Hours	27	\$233.33
Lesson 6:	Patient Reception and Processing/ Office Environment and Daily Operations	Clock Hours	27	\$233.33
Lesson 7:	Written Communications and Mail Processing/ The Paper Medical Record	Clock Hours	27	\$233.33
Lesson 8:	The Electronic Medical Record/ Health information Management	Clock Hours	27	\$233.33
Lesson 9:	Privacy in the Physician's Office/ Basics of Diagnostic Coding	Clock Hours	27	\$233.33
Lesson 10:	Basics of Procedural Coding/ Basics of Health Insurance	Clock Hours	27	\$233.33
Lesson 11:	The Health Insurance Claim Form/ Professional Fees, Billing and Collecting	Clock Hours	27	\$233.33
Lesson 12:	Banking Services and Procedures/ Financial and Practice Management	Clock Hours	27	\$233.33
Lesson 13:	Medical Practice Management and Human resources/Medical Practice Marketing and Customer Service	Clock Hours	27	\$233.33
Lesson 14:	Emergency Preparedness and Assisting with Medical Emergencies/ Career Development and life Skills	Clock Hours	27	\$233.33
Lesson 15:	The Business of Medicine/ Anatomy and Terminology	Clock Hours	25	\$233.33
Lesson 16:	Introduction to the ICD-9-CM	Clock Hours	27	\$233.33
Lesson 17:	ICD-9CM Coding Chapters 1-9	Clock Hours	27	\$233.33
Lesson 18:	ICD-9-CM Coding Chapters 10-18, V and E Codes	Clock Hours	27	\$233.33
Lesson 19:	Introduction to CPT, Surgery Guidelines, HCPCS and Modifiers	Clock Hours	27	\$233.33
Lesson 20:	Integumentary System/ Musculoskeletal System	Clock Hours	27	\$233.33
Lesson 21:	Respiratory, Hemic, Lymphatic, Mediastinum, Diaphragm	Clock Hours	27	\$233.33
Lesson 22:	Cardiovascular System	Clock Hours	27	\$233.33
Lesson 23:	Digestive System	Clock Hours	27	\$233.33
Lesson 24:	Male Genital System/ Reproductive Systems, Female Genital System and Maternity	Clock Hours	27	\$233.33
Lesson 25:	Endocrine System and Nervous System	Clock Hours	27	\$233.33
Lesson 26:	Eye and Ocular Adnexa, Auditory Systems	Clock Hours	27	\$233.33
Lesson 27:	Anesthesia	Clock Hours	27	\$233.33
Lesson 28:	Radiology/ Pathology and Laboratory	Clock Hours	27	\$233.33
Lesson 29:	Evaluation and Management	Clock Hours	27	\$233.33
Lesson 30:	Medicine/ What Lies Ahead	Clock Hours	25	\$233.34
Total Cost:		Clock Hours	800	\$7,000.00

The Administrative Medical Assistant and Medical Coding Certificate Program is a postsecondary certificate program. We allow students 8 months to complete our Administrative Medical Assistant and Medical Coding 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 8-12 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 Training Council. This diploma program is neither a CEU or PDU program. Lakewood College is nonprofit 501 (c) (3) college.