



**ACADEMY**  
of MEDICAL PROFESSIONS

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## **MEDICAL OFFICE SPECIALIST**

### **NATIONALLY CERTIFIED AS A MEDICAL ADMINISTRATIVE ASSISTANT (CMAA) CERTIFIED MEDICAL BILLER (CPB)**

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 greet patients as they arrive, obtain basic registration information, assemble patient's medical records, office accounting, filing, handle all correspondence and scheduling of outpatient procedures, consultations and appointments. 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 certification program 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 CBCS (Certified Billing Specialist) through the National Healthcareer Association.

VA, GI Bill, MYCAA, Aspire, Department of Labor, DHHS, vouchers are accepted for payments.

## **CERTIFIED MEDICAL OFFICE SPECIALIST COURSE DESCRIPTION**

This course requires the following classes:

- **MEDICAL TERMINOLOGY- (16 weeks)** Online students will be assigned an online instructor available to answer questions and will be linked with the CMAA curriculum.
  
- **CMAA- (16 weeks)** This course will teach you everything you need to successfully pass the CMAA exam through the National Healthcareer 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 SimChart. 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:**

- Medical Terminology and Anatomy for ICD10 Coding
- Electronic Health Records: Understanding the Medical Office Workflow
- Kinn's Medical Administrative Assistant
- Insurance Handbook for the Medical Office

## ENTRANCE REQUIREMENTS

All applicants must be 18 years of age, have a high school diploma or GED equivalent before obtaining employment, but it is not required for starting these programs.

## ATTENDANCE POLICY

Due to the intensity of this course, the attendance policy set forth by the Academy of Medical Professions is strongly enforced. If you are taking live local classes, you will be required to watch all missed lectures online before graduating. Please be aware that if you choose to take this program all together and complete it in 16 weeks, it is considered full-time and will require a number of study hours and homework time per week. MOST STUDENTS choose to take the terminology course first and then the CMAA portion which will take you on average 36 weeks to complete. Should you decide to complete the program all together and find that it is too difficult, we allow a student to stop the CMAA portion until they complete the Terminology aspect. There are **no financial penalties** for going longer, and this is encouraged. OUR GOAL: NO STUDENT LEFT BEHIND.

## STANDARDS OF PROGRESS

Students whose academic average drops below 70% will be placed on academic probation. We will work with the student to develop an action plan for success, to include specific goals and target dates. If the student is unsuccessful in meeting the goals and target dates of the action plan for success, the student will be subject to academic dismissal. If a student misses more than 3 live classes and does watch the recorded lectures, or if an online student fails to provide weekly contact with the instructor via email for more than 3 weeks, the student will be subject to academic dismissal with no refund.

## 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 before you commence 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, unopened. **The \$300.00 application fee is nonrefundable.** If no unused books are returned, the total subtracted from the refund will be \$750.00.
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 \$300.00, 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 2020**

## **ONLINE RECORDED CLASSES**

Students wishing to take the online courses by watching the recorded classes may start at **any time**. Local class schedule is listed below.

## **ONSITE LIVE BROADCAST LOCATIONS**

40 Maine Adult Education partners, Southern Maine Community College, Columbus State University, East Hartford Adult Education, EastConn Adult Education

## **WINTER**

February 26, 2020                      Wednesdays 5:30-8:30PM

## **SPRING/SUMMER**

June 24, 2020                      Wednesdays 5:30-8:30 PM

## **FALL**

October 14, 2020                      Wednesdays 5:30-8:30 PM

\*\*\*GI Bill recipients follow different guidelines. If you are a GI Bill student please contact our office for more details\*\*\*



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**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 START DATE: \_\_\_\_\_

**SINGLE PAYMENT METHOD**

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

- \$500 Deposit is required for Payment Plan Options
- \$300.00 Non-refundable enrollment fee is already included in the price
- Voucher Payments: ( I.E. Goodwill, Dept Of Labor, VA, Mycaa, Etc.)

**ONE TIME FULL PAYMENT**

**Self-Pay**

**Voucher**

\_\_\_\_\_

\_\_\_\_\_

**\$3,200** Medical Office Specialist (CMAA & CPB)

\_\_\_\_\_

\_\_\_\_\_

**\$6,300** Medical Professional (CMAA, CPB & CODING)

**Voucher Payments:**

**Name Of Organization Paying:** \_\_\_\_\_

**Point of Contact:** \_\_\_\_\_

**If taking a program that requires Medical Terminology, please indicate the following:**

Place Start Date Next To Option

\_\_\_\_\_ I INTEND TO TAKE THE PROGRAM ALL TOGETHER

\_\_\_\_\_ I INTEND TO BREAK UP MY COURSES BY TAKING TERMINOLOGY FIRST

WHERE DID YOU HEAR ABOUT OUR COURSES? local Adult Education program

IF FROM AN ADULT EDUCATION OR COLLEGE BROCHURE PLEASE LIST WHICH ONE:

SAD1 Adult & Community Education \_\_\_\_\_

## CONTRACT AGREEMENT

I, \_\_\_\_\_ hereby agree to the above-mentioned terms of the program. I have read and understand the REFUND POLICY and STANDARDS OF PROGRESS for this course and agree to its terms.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

## PAYMENTS MADE BY CREDIT CARDS

CREDIT CARD # \_\_\_\_\_

EXPIRATION DATE: \_\_\_\_\_ SECURITY CODE: \_\_\_\_\_

NAME AS IT APPEARS ON CARD: \_\_\_\_\_

ADDRESS WHERE CARD IS SENT IF DIFFERENT FROM REGISTRATION FORM:

\_\_\_\_\_

FULL PAYMENT \$ \_\_\_\_\_ Date you wish to have payment taken: \_\_\_\_\_

PAYMENT PLAN DOWN PAYMENT Amount \$500.00 Date to take out deposit from credit card: \_\_\_\_\_

## PAYMENT PLANS

**Other Monthly Payment plan options available through TFC Tuition, for more information contact the Academy**  
All payment plans do require a \$500 down payment which is deducted from the cost of tuition

**Choose One program**

**Payment Plan**

\_\_\_\_\_ \$3,400 (CMAA)

\_\_\_\_\_ \$500 Down Payment/ \$300/month until paid in full.

\_\_\_\_\_ \$6,500 (Office Professional)

SS# \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_

\_\_\_\_\_ (initial) I agree to the payment plan chosen above

\_\_\_\_\_ (initial) I agree that if I have a payment plan, that I will keep it in good standing, and that if my account is sent to collections, I am responsible for the legal fees, late fees, and payment plan I have agreed to