



Medical Office Specialist Certificate Training

Prepare for an exciting, challenging and rewarding career in Healthcare!

Learn to assist physicians by performing functions related to the administrative responsibilities of a medical office. This program is designed to meet standards set by the Affordable Care Act, the skills sets required by regional employers and preparation for the Certified Medical Administrative Assistant (CMAA) National exam.

Great Bay Community College in partnership with Exeter Hospital / Core Physicians

developed a twelve-week Medical Office Specialist Certificate program of 240 hours of classroom instruction. Focusing on medical secretarial duties using specific knowledge of anatomy, medical ethics, medical terminology, electronic medical records, and integrated administrative procedures used in a medical office, clinic, or hospital settings. Duties may include scheduling appointments, billing patients, and compiling and recording medical charts, reports, and correspondence.

National Certification:

Upon successful completion of the program, students are eligible to sit for the National Healthcareer Association (NHA) Certified Medical Administrative Assistant (CMAA) National exam.

Job Outlook for 2014 - 2024:

Employment of medical office specialists is projected to grow 15% from 2014 to 2024, much faster than the average for all occupations. The demand for health services is expected to increase as the population ages. As medical practices expand, physicians will hire more office specialists to perform routine administrative duties. The median annual wage for medical office professionals was \$34,610 in May 2017.

US Department of Labor, bureau of Labor Statistics



Ask about **job training funds** to **help pay** for this training

New Hampshire
jobTrainingfund

For more information please contact:
Great Bay Community College
Business & Training Center
(603) 427-7653
greatbaybtc@ccsnh.edu

Application & Course Curriculum

Application Requirements:

- Age 18 & older
- High School Diploma, GED or HiSet
- Interview
- Completed Application with the Business and Training Center.

Immunizations, health and drug screen and criminal background check required. Contact program director for specifics.

For more information contact

The Business and Training Center at 603-427-7653, or GreatBayBTC@ccsnh.edu

NCHC 145G Medical Office Specialist

Become a highly skilled medical office specialist in a variety of healthcare environments. You will learn the role of the Medical Office Specialist including responsibilities for all front office functions, patient relations, appointment scheduling using electronic medical record systems, telephone duties, patient registration, insurance verification, handling medical records, filing, cashing, and computer work.

Duties of a medical office specialist may include: Working at the reception desk, answering phones, greeting and communicating with patients and providers, scheduling, canceling, and rescheduling patient appointments, checking in patients and properly documenting registration, insurance verification and verification of patient demographics, collecting co-pays and cash from patients.

Curriculum includes: medical terminology, human anatomy and physiology, customer service, therapeutic communications, and recording information appropriately in electronic medical records. Professional workplace behavior, medical ethics and the legal aspects of healthcare are emphasized.

240 hours, 12 weeks, 20 hours per week

Business & Training Center

320 Corporate Drive, Portsmouth NH 03801

www.greatbay.edu/btc

To Register call (603) 427-7610 or stop by the campus



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Community College

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