



**Cuyahoga Community College
Center for Health Industry Solutions**



| <u>Date/Time</u> | <u>Title</u> | <u>Instructor/Fee</u> | <u>Location/CEUs*</u> |
|----------------------------------|--|--------------------------|-----------------------|
| July 21 9am – 12 noon | Modifier Clinic: Reduce Audit Risks and Ensure Accurate Reimbursement | Haas \$159 | CCW 3 |
| Aug 19 8:30am – 12noon | Evaluation and Management Coding Getting it Complete, Keeping it Simple | Streiber \$159 | CCE 3.5 |

***CEUs awarded by AAPC**

Medical Terminology: Cost \$253 and Medical Billing Reimbursement: Cost \$282 are also offered at various times and at various Tri-C campus locations.

Seminar Locations:

Corporate College East (CCE)
4400 Richmond Rd
Warrensville Hts, OH 44128

Corporate College West (CCW)
25425 Center Ridge Rd
Westlake, OH 44145

**For additional information, course details, location, times, cost and discount promotion code:
Contact Linda Hale, AMCNO 216-520-1000 or Lhale@amcnoma.org**



MEDICAL FRONT OFFICE SPECIALIST for the Certified Medical Administrative Assistant (CMAA)

DAY AND EVENING CLASSES AVAILABLE!

Take complete program and National Certification Exam for only \$1922!

Program Description

This comprehensive curriculum provides foundation skills for a career in the Medical Front Office. Upon completion of the program you may test for your certification as a "Certified Medical Administrative Assistant (CMAA) offered by The National Healthcareer Association (NHA). The test fee is included in the Medical Front Office Fundamentals course fee.

Health care employers are seeking knowledgeable candidates with a professional demeanor a positive and proactive approach to resolving patient concerns.

Workforce Application

Medical Front Office personnel responsibilities may include Patient Scheduling, Insurance Billing, Accurate Data Collection and Clerical functions for the physician's medical office.

Prerequisites

High school diploma or GED certificate required
Strong interest in customer service

NEW COURSE!

Healthcare Technology Basics

Learn to use the Personal Computer to enhance your job performance in the Medical Front Office. Hands-on practice helps you practice real skills that are used on the job. Topics: Microsoft Office Suite, PowerPoint, Electronic documents, PHI, Outlook E-mail, and Telephone Etiquette with multiple lines.

Program Courses (Choose one Session of each course)

| COURSE | DATES | DAYS | TIME | LOCATIONS |
|-------------------------------|-------------------|------|-------------|-----------|
| Day Offerings | | | | |
| Medical Terminology | 5/24/10 - 7/14/10 | MW | 9a - 11:30a | CCE |
| Medical Terminology | 6/01/10 - 7/15/10 | TR | 9a - 11:30a | UTC |
| Medical Billing Reimbursement | 7/28/10 - 8/30/10 | MW | 9a - 12p | UTC |
| MFOS Fundamentals | 7/20/10 - 8/19/10 | TR | 9a - 12p | UTC |
| Healthcare Technology Basics | 6/28/10 - 7/19/10 | MW | 1a - 4p | UTC |

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|--|-------------------|----|------------|-----|
| Healthcare Technology Basics | 7/19/10 - 8/04/10 | MW | 1p - 4p | UTC |
| Transcription for the Medical Front Office | 8/24/10 - 9/09/10 | TR | 9a - 1p | UTC |
| Customer Service for Health Care | 6/08/10 - 6/17/10 | TR | 1p - 4p | UTC |
| Evening Offerings | | | | |
| Medical Terminology | 6/14/10 - 8/02/10 | MW | 6p - 8:30p | CCW |
| Medical Terminology | 6/22/10 - 8/05/10 | TR | 6p - 8:30p | CCE |
| Medical Billing Reimbursement | 8/02/10 - 9/27/10 | M | 6p - 9p | CCE |
| Transcription for the Medical Front Office | 6/02/10 - 6/28/10 | TR | 6p - 9p | CCE |
| Customer Service for Healthcare | 5/17/10 - 5/26/10 | MW | 6p - 9p | CCE |
| Customer Service for Healthcare | 8/03/10 - 8/12/10 | TR | 6p - 9p | CCE |

For information call 216/520/1000

UTC - Unified Technologies Center - 2415 Woodland Avenue, Cleveland, OH 44115

CCE - Corporate College East - 4400 Richmond Road, Warrensville Heights, OH 44128

CCW - Corporate College West - 25425 Center Ridge Road, Westlake, OH 44145

****No class on July 5th in observance of Independence Day holiday.***