



Mitchell
COMMUNITY COLLEGE

Medical Office Administrative Staff Training

This course covers medical terminology, anatomy & physiology, includes basic medical coding & billing, E.H.R. training, details of insurance, office practices and procedures, regulations and rules for privacy, security and more. This course prepares students for a position in the front office of a medical practice. The primary focus of this course is to prepare students to sit for the Medical Administrative Assistant National Certification Exam which is administered by Mitchell Community College. The cost of the exam is currently \$125.00 which is **not** included in the registration fee.

This course is a pre-requisite for the Certified Clinical Medical Assistant under Continuing Education as well as the Medical Scribe course. . If you have any questions concerning this class, please call **Janet Menster** at **704-978-1364**.

Registration fee: \$283.00 -, which includes cost of the practice exam. MCC registration fee does **NOT** include certification exam fee or required textbooks.

Required texts:

Explor Med Lang 11E-TXT/FLSH Crd Pk	LaFleur Brooks & Levinsky	9780323711562
Kinn's Admin Med Asst, 14E	Niedzwiecki, Pepper & Weaver	9780323613651
SG for Kinns Admin. Med Assist. 14	Niedzwiecki, Pepper & Weaver	9780323608367
SIMCHRT MED Office 2022 ED	Elsevier	9780323883498

**Textbooks will be available at the campus bookstore at a package rate for
(Approximate \$262.00)**

**Statesville – Night August 21, 2023 – April 30, 2024 5:30 pm – 9:30 pm M T (TH) WFD 214
(Thursdays are online)**

Address

MCC Continuing Education Center, 701 W. Front Street, Statesville NC 28677