



## Where Do Medical Administrative Assistants Work?

There is a need for medical administrative assistants in almost every area of healthcare. These professionals can be found working in doctor's offices, dental offices, hospitals, outpatient clinics, insurance companies and almost every other medical facility.

How much do medical administrative assistants earn?

With opportunities in almost every community, medical administrative assistants often have a variety of positions to choose from and can earn competitive salaries. The Department of Labor reports that the middle 50% of professionals in the field can earn \$24,950-\$36,830 a year.

## Who We Are

Merced Adult School and Gateway Adult Education Network are dedicated to helping students achieve a path for adult students to gain workforce-related skills, and guide students to achieve their career and personal goal success.

Gateway Adult Education Network and Merced Adult School offer a variety of career preparation and ESL classes free to the community as well as fee based personal enrichment classes.

For more information about Merced Adult School and Gateway Adult Education Network, please visit their websites.

Merced Adult School,  
[mas.muhsd.org](http://mas.muhsd.org)

Gateway Adult Education Network,  
[Mygaen.org](http://Mygaen.org)



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**Medical Administrative Assistant**



## Mission Statement

The mission of the Medical Administrative Assistant class is to provide each student a safe, supportive environment that promotes self-discipline, motivation, and excellence in learning. To promote critical and technological literacy through guided and self-guided study modules.

We are committed in assisting the students in developing skills to become independent and self-sufficient adults who will succeed and contribute responsibly in a global community.

## The Profession of the Medical Administrative Assistant.

The healthcare industry is a large and growing rapidly. The Medical Administrative Assistant play a key role in making sure everything runs smoothly. Their specific responsibilities include

- Managing the day-to-day operations of the medical facility
- Updating and organizing medical records, including electronic health records
- Scheduling and coordinating appointments
- Verifying patient insurance
- Completing and submitting insurance claims
- Preparing correspondence between medical providers and their patients

- Providing quality customer service to patients
- And much more

It is important to note that these professionals are responsible for handling front office administrative operations; the administrative assistant does not perform clinical responsibilities such as blood draws or checking vitals.



## *Study for the Certified Medical Administrative Assistant Examination*

### Why Train With Us?

Gateway Adult Education Network and Merced Adult School can prepare you for a successful new career as a Medical Administrative Assistant. With this training program, you will have everything you need to succeed, including comprehensive curriculum, flexible online training, the National Healthcareer Association Medical Administrative Assistant Certification Exam along with dedicated student and graduate support.

The students will participate in

- 6 hours per week of class time
- 24-hour access online assignments

<b>Program Overview</b>
<b>Orientation</b>
<b>Computer Fundamentals</b>
<b>Keyboard Kinetics</b>
<b>Beginning Microsoft Word</b>
<b>Medical Transcribing</b>
<b>Beginning Microsoft Excel</b>
<b>Microsoft Outlook</b>
<b>Healthcare Structure and Organization</b>
<b>Medical Law and Ethics</b>
<b>Healthcare Documentation</b>
<b>Basic Medical Terminology</b>
<b>Basic Anatomy</b>
<b>Grammar and Punctuation</b>
<b>Medical Office Procedures</b>
<b>Medical Office Management</b>
<b>Practice Finances</b>
<b>Basic ICD-10 and CPT Coding</b>
<b>Final Exam Preparation</b>

