

**2015 Medical Administrative Assistant/  
Billing and Coding Specialist with  
Terminology Program Schedule**

**Day program meets Monday - Thursday  
9am-1pm for 10 weeks**

**(May include some Fridays to make-up for  
holidays)**

**Day Program Schedule 2015**

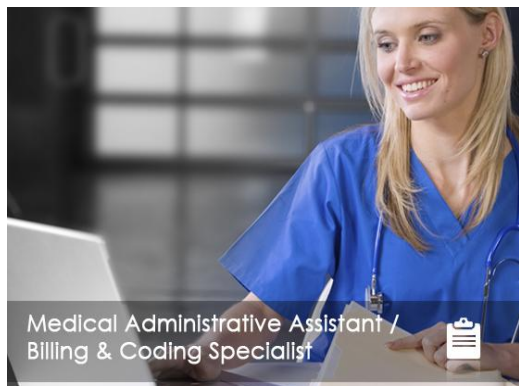
Class begins Mon Jan 5<sup>th</sup> – Thurs March 12<sup>th</sup>  
Class begins Mon March 16<sup>th</sup>- Thurs May 21<sup>st</sup>  
Class begins Tues May 26<sup>th</sup>- Thurs July 30<sup>th</sup>  
Class begins Mon August 3<sup>rd</sup>-Thurs October 8<sup>th</sup>  
Class begins Mon October 12<sup>th</sup>-Mon Dec 21<sup>st</sup>

**Evening program meets Monday-Thursday  
from 6pm-10pm for 10 weeks**

**(May include some Fridays to make-up for  
holidays)**

**Evening Program Schedule 2015**

Class begins Mon Jan 5<sup>th</sup> – Thurs March 12<sup>th</sup>  
Class begins Mon March 16<sup>th</sup>- Thurs May 21<sup>st</sup>  
Class begins Tues May 26<sup>th</sup>- Thurs July 30<sup>th</sup>  
Class begins Mon August 3<sup>rd</sup>-Thurs October 8<sup>th</sup>  
Class begins Mon October 12<sup>th</sup>-Mon Dec 21<sup>st</sup>



[www.ccmcc.edu](http://www.ccmcc.edu)

**Faculty**

The didactic and clinical education is taught by a team of highly experienced faculty consisting of dedicated instructors, certified phlebotomists and nurses from various specialty areas. They are chosen for their commitment to teaching and clinical expertise. The faculty and staff are committed to provide the best possible educational environment and instruction to assure competency in all areas of the established curriculum.

**General Admissions Requirements**

1. Applicants must be 18 years or older. All applicants must present either a State issued Identification card /driver's license or passport. You must have a social security number, therefore; you must be a US Citizen.
2. Proof of High School Graduate/GED or achieved a degree higher than High School Diploma. (Foreign transcripts for diplomas earned outside of the US must be evaluated for US equivalency.)
3. No felony, and certain misdemeanor (drug and theft), convictions are not allowed. A pre-employment background check and drug screening will be required.

**Hours of Operation:**

Monday-Thursday: 8:30am- 9:30pm

Friday: 8:30am- 5:00pm

Saturday: 8:30am- 12:30pm.

Sunday: Closed

**Contra Costa Medical Career College  
Is located at 4051 Lone Tree Way Suite C  
Antioch, Ca. 94531 925-757-2900**

**Enroll Online or Call 925-757-2900 to  
schedule an appointment with our  
Admissions Counselor Today!**

[www.ccmcc.edu](http://www.ccmcc.edu)

***Contra Costa Medical  
Career College***



**Accredited- State Approved  
Medical Administrative  
Assistant/Billing and Coding  
Specialist with Terminology  
Program**



**Program Clock Hours**

120 didactic (classroom), 40 laboratory,  
160 externship  
Total Clock Hours –320

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### **Goals and Purpose:**

Upon successful completion of program, the student will receive a certificate of completion from Contra Costa Medical Career College. Participants qualify for certification by examination for Medical Administrative Assistant and Certified Billing and Coding Specialist offered by the National Healthcareer Association (NHA). This program is designed to provide, thorough didactic and practical instruction, a basic systems overview of the role of the medical administrative assistant in an office setting. Didactic lectures cover telephone and computer skills, medical terminology, appointment scheduling, medical record handling, filing, transcription and general office etiquette. This program is also designed to introduce students to the major nationwide medical insurance programs, give students a basic knowledge of the national diagnostic and procedural coding systems and simplify the process of filing claim forms. There are no prerequisites for this program

### **Outcomes and Objectives:**

After successful completion of this program the student will be able to:

- Identify parts of the human body.
- Describe the basic function of each body system.
- Utilize medical terminology in written and spoken communications.
- Define medical terminology commonly found in the medical record.
- Prepare and maintain the medical record.
- Prepare and maintain the appointment schedule.
- Demonstrate proper telephone handling techniques.
- Compose and prepare medical correspondence.
- Transcribe a dictated medical report.
- Manage incoming and outgoing financial transactions for the medical practice.

- Assist with office emergencies.
- List and discuss the responsibilities of health insurance specialists.
- Outline the confidentiality issues in the transmission of sensitive patient records via facsimile and the Internet.
- Describe the authorization process for a patient requesting an appointment.
- List the managed care models.
- Apply the basic steps in coding diagnoses using the New ICD-10 coding system.
- Explain the basic format of the CPT-4 system.
- Accurately code inpatient and outpatient procedures using HCPCS Level I and II codes.
- State the processing steps that must take place before a completed form can be mailed to the insurance company.
- Complete the following claims accurately:
  - a. Commercial fee-for-service
  - b. Blue Cross/Blue Shield
  - c. Medicare
  - d. Medicaid
  - e. CHAMPUS/CHAMPVA/TRICARE
  - f. Worker's Compensation
  - g. Disability Compensation

### **Instructional Methods:**

- Lecture
- Independent research
- Small group discussions
- Group activities
- Large group discussions
- Demonstration
- 1 on 1 instruction
- Role-play
- Multimedia
- Use of computers
- Electronic Health Records software
- Independent activities
- Billing software
- Textbook

### **Clinical Component**

Externships will be completed after classroom instruction is successfully completed. 160 hours of externship training are required by the state of California. Externship sites will be arranged by CCMCC and assignments will be given out no later than 30 days after the last day of the classroom training is completed, or from the date in which all required paperwork/documents have been received, whichever is later. Externship hours are most likely during the day. Students **MUST** be available during normal business hours.

### **2015 Administrative Medical Assisting with Terminology Program Fees**

#### **Total Fees, Charges and Expenses**

Application/Registration Fee	<u>\$75.00</u>
Tuition	<u>\$2950.00</u>
Text Book	<u>\$310.00</u>
STRF fee	<u>\$0.00</u>
<b>Total Amount Paid to school</b>	<b><u>\$3335.00</u></b>

#### **Out of pocket expenses are approximate (not paid to the institution)**

Uniform/ shoes	<u>\$30.00</u>
Background check and drug Screen	<u>\$102.00</u>
BLS	<u>\$85.00</u>
NHA Certification Examinations (optional)	<u>\$198.00</u>
<b>Total out of pocket expenses</b>	<b><u>\$415.00</u></b>

**All students must be BLS- for the healthcare provider Certified prior to externship placement. BLS courses are offered at CCMCC**