

# Basic Fundamental Medical Administration Course



Immediately follows CTI's Microsoft Office Skills training course.

This course builds upon skills attained during CTI's Microsoft Office Skills Training course by applying them directly to healthcare office environments and administrative activities.



## Recommended Next-Step Training:

- ▶ Medical Billing and Coding
- ▶ Electronic Health Records (EHR)
- ▶ Healthcare Customer Service
- ▶ Insurance Claims Processing
- ▶ Medical Terminology Advanced Studies
- ▶ Certified Medical Administrative Assistant

Upon successful completion of the program, students will understand the role & responsibilities of a Medical Administrative Assistant and be able to demonstrate professionalism and customer service skills in medical environments.

Students will acquire the training to:

- ▶ Apply HIPAA privacy & confidentiality principles
- ▶ Schedule patient appointments
- ▶ Manage patient intake and registration processes
- ▶ Understand basic medical terminology
- ▶ Handle medical records and documentation procedures
- ▶ Process basic insurance and billing
- ▶ Use Microsoft Office applications in healthcare-office duties
- ▶ Meet requirements for entry-level positions such as:
  - >Medical Administrative Assistant
  - >Medical Receptionist
  - >Front Office Coordinator
  - >Patient Services Representative
  - >Medical Office Assistant
  - >Healthcare Scheduling Coordinator
  - >Administrative Support Specialist



Contact CTI Admissions at  
[ctivoc.com/contact-us/](http://ctivoc.com/contact-us/)  
**805-850-1530**