

Prerequisites:

- You must have a high school diploma or GED to register for this course.
- You also must be at least 18 years of age
- Successfully complete our in-house Math and English Comprehension test. The in-house testing arrangements must be made prior to submitting your registration and payment. Waiver for the testing will be considered for those who provide proof of prior college level courses. (Call our main office at 860. 215.9028 to schedule a time to take the test).

To Get Started in an online Ed2go Course:

1. Visit our Online Instruction Center www.ed2go.com/trccce
2. After viewing the catalog and course specifics, click the course you want, the month to start and select the Enroll Now button. Here you will enter your e-mail and choose a password that will grant you access to the Classroom. Follow the instructions to enroll for your course. Once enrolled, you will receive an **email. This email will contain your registration form.** Use the registration form to pay for your class. **Your registration form and payment must be received one business day prior to the start of first class.**
3. When your course starts, return to our Online Instruction Center (www.ed2go.com/trccce) and click the **My Classroom** link. To begin, simply log in with the email and password you created.

Please note: Completion of any program does not guarantee employment.

Refund policy: Withdrawal from any non-credit class must be submitted in writing to the Workforce & Community Education office up to one business day prior to the first class. **Absolutely no refunds will be issued after the first class has begun.** The college reserves the right to cancel any course for which there is insufficient enrollment. In that event, a full refund will be issued.

Three Rivers Community College

574 New London Turnpike, Norwich, CT 06360

Contact Us
Workforce & Community Education
574 New London Turnpike
Norwich, CT 06360

(860) 215-9028 Phone

(860) 215-9902 Fax

email: WCEinfo@threerivers.edu

Visit us on the web:
www.threerivers.edu

Medical Administrative Assistant



Summer 2018

Three Rivers Community College
Workforce & Community Education

Phone: 860-215-9028 ~ Fax: 860-215-9902

Email: WCEinfo@threerivers.edu

Website: www.threerivers.edu



- Medical Math CRN #33361
- Understanding Health Insurance-CRN # 50991

Legal Name

Former Name (s) - if applicable

Street Address

City **State** **Zip Code**

Telephone **Date of Birth**

E-mail Address

Social Security Number *(Required by College)*

U.S. Citizen Yes No **Gender:** Male Female

Race: White Black, non-Hispanic Asian
 American Indian Hispanic Decline to State

Ethnicity: Hispanic/Latino Non-Hispanic/Non-Latino
 Decline to State (None)

Check (payable to TRCC) Visa MC Discover Amex

Credit Card # **Exp. date** **\$ Amount \$**

Zip Code of Credit Card holder **3 Digit Security Code**
(required by credit card company)

Acknowledgement Statement:

I certify that the information provided above is, to the best of my knowledge, true and correct, and I consent to the disclosure of this and program participation information between, Three Rivers Community College, Connecticut State Colleges and Universities and state and federal Departments of Labor for the purposes of maintaining accurate student records and to monitor grant performance.

Signature **Date**

Allied Health Booklet given to student

For office use ONLY:

Student ID @ _____

Entered By _____ Date ____/____/____

Medical Administrative Assistant (New)

This program will train you as an entry-level Medical Administrative Assistant and prepare you to sit for the National certification. Medical Administrative Assistants perform a variety of tasks that include communicating with patients, scheduling appointments, electronic medical coding, filing insurance claims, and maintaining records. As a Certified Medical Administrative Assistant, you may perform some or all of the following tasks:¹

- ◆ Review and answer practice correspondence
- ◆ Operate computer systems to accomplish office tasks
- ◆ Answers calls, schedule appointments, greet patients and maintain files.
- ◆ Update and maintain patient and other practice-specific information.
- ◆ Coordinate operation reports such as time and attendance.

A Certified Medical Administrative Assistant is a recognized professional certification from the National Healthcare Association (NHA) (<http://www.nhanow.com/>). Although not required by the government, this certification can help job candidates demonstrate their professional skills to prospective employers. **Please note** that this program consists of classes offered onsite at Three Rivers Community College and online. Courses can be completed in one year. At the completion of the program, students can sit for the National Healthcare Association's Certified Medical Administrative Assistant exam (CMAA) at an additional cost payable to the NHA.

Medical Administrative Assistant (Year-Long Program)

1. Introduction to Windows 10 (online Ed2go)
2. Keyboarding (online Ed2go)
3. Administrative & Workplace Skills
4. *Medical Terminology & Anatomy for Coders
5. * Understanding Health Insurance
6. Using Microsoft Word (online Ed2go)
7. Using Microsoft Excel (online Ed2go)
8. Medical Math
9. Basic CPT and ICD-10-CM
10. * Computers in the Medical Office

* Same courses in Medical Billing & Coding program.

Medical Math

Prerequisite: None

This course will cover basic operations, percentages, basic accounting/posting of payment and how to figure out patient financial responsibility (deductibles, copays, and coinsurances).

Instructor: Heather Wydler
Days: Mondays and Wednesdays
Dates: 8/8/18-9/5/18
No class 9/3/18
Registration deadline 8/1/18
Time: 5:30pm-8:30pm
Room: B118
Tuition: \$250.00—books at an additional cost
CEU's: 2.4
CRN #: 33361

Understanding Health Insurance

Prerequisite: Medical Terminology and Anatomy for Coders.

An introduction to the world of health insurance billing and the dynamic, growing field of health information management. This course provides a thorough, practical overview of key principles and current practices, from patient registration to claims submission. Students will learn the ten steps that clearly identify all the components needed to successfully manage the medical insurance claims process. The cycle shows how administrative medical professionals "follow the money." Medical insurance specialists must be familiar with the rules and guidelines of each health plan in order to submit proper documentation, which then ensures that offices receive maximum, appropriate reimbursement for services provided.

Instructor: Heather Wydler
Days: Mondays and Wednesdays
Dates: 6/4/18-8/6/18
Registration deadline 5/25/18
No class 7/4/18
Time: 5:30pm-8:00pm
Room: B118
Tuition: \$450.00—books at an additional cost
CEU's: 4.5
CRN #: 50991