
Certified Medical Administrative Assistant

Spring 2020

ORIENTATION: Wednesday, January 15 9am-noon in room 2-205

Course Dates: January 22 – July 22, 2020

Mondays, Tuesdays, and Thursdays

9am-12:30pm, with some exceptions (please see attached)

Room 2-205

Cost: \$4995

Payment plan available (\$25 fee):

\$858 initial payment - due at time of registration

Initial payment must be made in person at the college.

Five subsequent payments of \$833

Scholarships available through American Job Center

To apply for the WIOA Scholarship contact a career agent at American Job Center.

Bristol Office: 860-899-3559

New Britain Office: 860-223-0889

To apply for the Dislocated Worker Grant:

Contact Yanira Fernandez 860-899-3519

Certified Medical Administrative Assistant Program **Spring 2020 Schedule**

Mandatory Orientation
Wednesday, January 15
9AM-12PM Room 205

Medical Terminology – BOT*180 – Hybrid Course - Blackboard

January 22 – May 16, 2020

On ground classes – Tuesdays 6:30-9PM

Jan. 28, Feb 18 & 25, March 24 & 31, Apr. 21 & 28, May 12

All courses below are located in ROOM 205

Introduction to Healthcare

February 3 - 6 (M/T/TH) 9-11:30AM

February 10 (M) 9-10:30AM

Therapeutic Communication Skills

February 11 & 18 (T) 9-11:30AM, February 13 & 20 (TH) 9AM-12PM

February 24 (M) 9-10AM

Computer Skills for the Workplace

February 13 (TH) 12:30-3:30PM

February 18 - 27 (T/TH) 12-3PM

Law & Ethics for Health Care Professionals

February 24 (M) 10AM-12:30PM, February 25 – March 9 (M/T/TH) 9AM-12PM

March 10 (T) 9-10:30AM

Medical Administrative Procedures

March 12 – April 7 (M/T/TH) 9AM-12PM

April 9 & 13 (T/TH) 9-11AM

Medical Billing & Coding in the Electronic Health Record

Prerequisite: Medical Terminology

April 14 – May 19 (M/T/TH) 9AM-12PM, May 21 (TH) 9-11AM

Essential Job Skills & Career Development

April 15 – May 6 (W) 9AM-12:30PM

Medical Office Finances

May 26 – June 8 (M/T/TH) 9AM-12PM

June 9 & 11 (T/TH) 9-11AM

Medical Office Simulation Lab

June 15 – June 30 (M/T/TH) 9AM-12PM

NHA Exam Review

July 6 (M) 9AM-12PM

Certification Examination - Wednesday, July 15 - 10AM Room 205

Student Name (print) _____

TUNXIS COMMUNITY COLLEGE CERTIFIED MEDICAL ADMINISTRATIVE ASSISTANT PROGRAM

SPECIAL REQUIREMENTS

The following Essential Functions are expected of all students with or without academic adjustments. Students must be able to fulfill the essential functions of the job without endangering patients or other healthcare workers. Students with disabilities may be eligible for academic adjustments.

Students must have the following abilities:

- Proficiency in the use of the English language and must possess effective oral and written skills in order to accurately transmit appropriate information to patients/clients, faculty, colleagues, and other healthcare workers.
- Adequate senses – hearing, touch and vision.
- Be able to sit for prolonged periods of time.
- Interpersonal skills such that you are capable of interacting with individuals from a variety of social, economic and ethical backgrounds
- The ability to present a professional appearance, maintain personal health and be emotionally stable.
- The ability to concentrate on a task over a period of time without being distracted.
- Deductive Reasoning — The ability to apply general rules to specific problems to produce answers that make sense.
- Inductive Reasoning — The ability to combine pieces of information to form general rules or conclusion.
- Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Information Ordering — The ability to arrange things or actions in a certain order or pattern according to a specific rule or set of rules.
- Category Flexibility — The ability to generate or use different sets of rules for combining or grouping things in different ways.
- Problem Sensitivity — The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.

I have read and understand the information above.

Sign

Date

