# **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

## <u>Medical Terminology - BOT\*180 - Hybrid Course - Blackboard</u>

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)
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	



271 Scott Swamp Road Farmington, CT 06032 Phone: 860-773-1450

Fax: 860-606-9732



tx-continuing-ed@tunxis.edu

# Continuing Education Non-Credit Registration Form

Full Legal Name	e:						
•	(Last)	(First)		(Middle)			
Address:							
	(Street)	(City)		(State)	(Zip)		
Email Address:							
Phone: Work / Cell Phone:							
Date of Birth: / /         Former Last Name (if applicable):							
Social Security #: / Sex:  Sex:  Male Female							
Are you a U.S. Citizen? ☐ Yes ☐ No							
Ethnicity (optional): White Black Hispanic/Latino Asian Native Hawaiian/Pacific Islander American Indian/Native Alaskan Other							
Native Hawaiiaii/Facilic Islander American indian/Native Alaskan Other							
CRN	Course Title	Start Date	Cost	Time	Room		
Total:							
*Payment must	be submitted at time of registra	ation.					
*PAYMENT INFORMATION: Check Number Money Order							
	ixis Community College						
			- Fvn				
MasterCard/visa	a/Discover/Amex:		⊏xp.		<del></del>		
Cardholder Nam	e:						
Office use Of	NLY Entered:	Banner ID: @					

#### Withdrawal/Refunds:

Refunds may be obtained if your written withdrawal is submitted to the Continuing Education & Workforce Development Office three business days prior to the first meeting of class. Refunds generally take 2-4 weeks to process. There are no refunds once a class has started or for fees labeled "non-refundable".

#### **Course Cancellations:**

Low enrollment may result in a course cancellation. Students may accept a refund or transfer the tuition to another course in the same semester. In the event of inclement weather, please check the Weather Line at 860-773-1301 or our website: tunxis.edu.

#### **Student Conduct:**

Students are expected to behave according to the socially accepted standards of the College community. Each student is expected to uphold ethical standards in academic performance. Failure to comply with the College's guidelines for conduct, as directed by the Board of Regents for Higher Education Policy, may be grounds for dismissal.

#### Parking Policy:

To avoid having to pay a parking fine, please park in studentdesignated parking lots on the right as you enter campus. Do not park in areas reserved for faculty and staff.

#### Tunxis@Bristol is located at:

430 North Main St, Bristol, CT 06010