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.

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

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.
3. Once enrolled and paid, to complete your registration, you will be sent an **email** from Three Rivers Community College. **This email will contain your registration form.** Fill out the necessary personal information on the form (minus payment as you paid online). Please send the completed form back to us by mail, fax or stop by the college to drop off. If we do not receive your registration form, you will not receive your certificate of completion,
4. 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.

Entrance Exam Directions:

To make an appointment for an entrance exam please sign up as follows:

1. Log onto www.timecenter.com/trcc
2. Click on Make-up, Special Accommodation, & Workforce Test
3. Click on date and time of your choosing
4. Complete the requested information. When asked for a Student ID number, please notate "non-credit" and the type of test you are taking (for example, Medical Billing and Coding). You will receive a confirmation text or email of this scheduled appointment.

Note: Please arrive on time for your scheduled appointment (Room A117). There is no food or drink allowed in the Testing Center. There is no use of cell phones, headphones, notes, etc., during testing. Students must present a picture ID in order to enter the Testing Center for their appointment.

Medical Administrative Assistant

Summer 2020

WIOA Eligible

Three Rivers Community College
Workforce & Community Education
Phone: 860-215-9028 ≈ Fax: 860-215-9902
Email: WCEinfo@threerivers.edu
Website: www.threerivers.edu

Three Rivers
COMMUNITY COLLEGE
Norwich, Connecticut

◊ **Medical Math-ONLINE**

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 *(required by credit card company)* **3 Digit Security Code**

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

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.

According to the U.S. Bureau of Labor Statistics, employment of medical secretaries is projected to grow 22% from 2016-2026.

[1] http://www.nhanow.com/certifications/medical-administrative-assistant

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. Using Microsoft Word (online Ed2go)
6. Using Microsoft Excel (online Ed2go)
7. Medical Insurance Math
8. Basic CPT and ICD-10-CM and Health Insurance
9. * Computers in the Medical Office

* Same courses in Medical Billing & Coding program.

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.*

Medical Math-ONLINE

This course will cover basic operations, percentages, basic accounting/posting of payment and how to figure out patient financial responsibility (deductibles, copays, and coinsurances). Book is not included.

Instructor: **Ed2Go**
Tuition: $115.00

Self paying students: please visit: https://www.ed2go.com/trccce to register for the course.

If you are receiving funding for the MAA program:
1. Fill out the registration form—identifying which funding you receive
2. Mail or fax the registration form back to WCE Fax: 860-215-9906