

Program Schedule

Mon, Tues, Wed, Thurs

Class begins Tues. Jan. 2nd – Thurs. Mar. 7th
Class begins Mon. Mar. 11th – Thurs. May. 16th
Class begins Mon. May 20th – Thurs. July. 25th
Class begins Mon. July 29th – Thurs. Oct. 3rd
Class begins Mon. Oct. 7th – Thurs. Dec. 12th
(May include some Fridays to make up for holidays)

Day Program meets Mon-Thurs

9:00 am-1:00 pm for 10 weeks

Midday Program meets Mon-Thurs

1:30 pm-5:30 pm for 10 weeks

Evening Program meets Mon-Thurs

6:00 pm-10:00 pm for 10 weeks

Program Fees

Total Fees, Charges, and Expenses

Registration Fee	\$200.00 (non-refundable)
Tuition	\$4,150.00
Textbook	\$135.00
STRF fee	\$10.00
Total Amount Paid to school	\$4,495.00

Out-of-pocket expenses are approximate

(not paid to the institution)

Textbook	\$202.50
Uniform/Shoes	\$30.00
Background check/Drug screen	\$150.00 (non-refundable)
American Heart Assn. BLS	\$85.00
Total out-of-pocket expenses	\$467.50
NHA Certification Examinations	\$198.00 (optional)

All students must be BLS- for the healthcare provider Certified prior to externship placement. BLS courses are offered at CCMCC

Faculty

The didactic and clinical education is taught by a team of highly experienced faculty consisting of dedicated instructors, certified phlebotomists, and nurses from various specialty areas. They are chosen for their commitment to teaching and clinical expertise. The faculty and staff are committed to providing the best possible educational environment and instruction to assure competency in all areas of the established curriculum.

General Admissions Requirements

1. Applicants must be 18 years or older. All applicants must present either a State issued Identification card /driver's license or passport. You must have a social security number, therefore; you must be a US Citizen or eligible to work in the United States.
2. Proof of High School Graduate/GED or achieved a degree higher than High School Diploma. (Foreign transcripts for diplomas earned outside of the US must be evaluated for US equivalency.)
3. Felony, and certain misdemeanors (drug and theft), convictions are not allowed.

Hours of Operation

Monday-Thursday: 8:30AM - 9:30PM
Friday: 8:30AM - 5:00PM
Saturday: Closed
Sunday: Closed

4041 Lone Tree Way Suite 101
Antioch, CA 94531

Enroll Online or Call 925-757-2900 to schedule an appointment with our Admissions Counselor Today!

www.ccmcc.edu

Medical Administrative Assistant/Billing & Coding Specialist Program

ACCET Accredited
California State Approved

Program Clock Hours

120 Didactic (Classroom)

40 Laboratory

160 Externship

Total Clock Hours: 320



CONTRA COSTA
MEDICAL CAREER COLLEGE

Goals and Purpose

Upon successful completion of the program, the student will receive a certificate of completion from Contra Costa Medical Career College. Participants qualify for certification by examination for Medical Administrative Assistant and Certified Billing and Coding Specialist offered by the National Healthcareer Association (NHA). This program is designed to provide, thorough didactic and practical instruction, a basic systems overview of the role of the medical administrative assistant in an office setting. Didactic lectures cover telephone and computer skills, medical terminology, appointment scheduling, medical record handling, filing, transcription, and general office etiquette. This program is also designed to introduce students to the major nationwide medical insurance programs, give students a basic knowledge of the national diagnostic and procedural coding systems and simplify the process of filing claim forms. There are no pre-requisites for this program.

Outcomes and Objectives

At the end of the program the student will be able to:

- Identify parts of the human body.
- Describe the basic function of each body system.
- Utilize medical terminology in written and spoken communications.
- Define medical terminology commonly found in the medical record.
- Demonstrate in Electronic Medical Record how to:
 - a. Prepare and maintain the medical record
 - b. Prepare and maintain the appointment schedule
 - c. Compose and prepare medical correspondence
- Claim processing.
- Transcribe a dictated medical report.

Outcomes and Objectives continued...

- Manage incoming and outgoing financial transactions for medical practice.
- Assist with office emergencies.
- List and discuss the responsibilities of health insurance specialists.
- Outline the confidentiality issues in the transmission of sensitive patient records via facsimile and the Internet.
- Describe the authorization process for a patient requesting an appointment.
- List the managed care models.
- Apply the basic steps in coding outpatient procedures using ICD-10-CM, CPT, and HCPCS coding systems.
- State the processing steps that must take place before a completed form can be sent to the insurance company.
- Complete the following claims accurately:
 - Commercial fee-for-service
 - Blue Cross/Blue Shield
 - Medicare
 - Medicaid
 - CHAMPVA/TRICARE
 - Worker's Compensation



Instructional Methods

- Lecture
- Independent research
- Collaborative discussions
- Group activities
- Large group discussions
- Demonstration
- 1 on 1 instruction
- Role-play
- Multimedia
- Use of Technology
- Electronic Health Records software
- Textbook
- Workbook

Clinical Component

Externships will be completed after classroom instruction is successfully completed. 160 hours of externship training are required by the state of California. Externship sites will be arranged by CCMCC and assignments will be given out no later than 45 days after the last day of the classroom training is completed, or from the date on which all required paperwork/documents have been received, whichever is later. Externship hours are most likely during the day.

Students **MUST** be available during normal business hours.