

## Administrative Medical Assistant Opportunities

Administrative Medical Assistant professionals are an integral part of the medical field, working in medical offices, outpatient care centers and hospitals. The opportunities are many and varied - the qualified Administrative Medical Assistant professional will find just the right career fit!



# Get Started Today!

Jefferson State Follows equal opportunity admission policies and employment practices. College facilities are accessible to persons with disabilities.



## Administrative Medical Assistant



**The Center for Workforce Education**



Center for Workforce Education  
George Wallace Hall, Room 202  
2601 Carson Road  
Birmingham, AL 35215

Registration:

Phone: (205) 856-7710

E-mail: [workforcedev@jeffersonstate.edu](mailto:workforcedev@jeffersonstate.edu)

Website: [jeffersonstate.edu/fasttrack](http://jeffersonstate.edu/fasttrack)

# Administrative Medical Assistant

**A**dministrative Medical Assistants find career opportunities in the offices of general medical and surgical hospitals, physicians, chiropractors, outpatient care centers and many other medical facilities. The many responsibilities of administrative medical assistants include a strong combination of knowledge of automated medical equipment and patient care, as well as an understanding of medical office protocols.

All of these factors have combined to create a huge potential job market for qualified Administrative Medical Assistants. And this course will provide you with the skill set and expertise that will make you irresistible to prospective health care employers.

This career training will introduce students to topics such as medical terminology, privacy and risk management. The course will cover medical insurance billing and coding with emphasis placed on the use of computers in the medical office, telephone techniques, and the importance of HIPPA compliance.

Upon successful completion of Administrative Medical Assistant course, students will be prepared for entry level positions handling front office responsibilities in a medical office setting.

Some typical tasks for an Administrative Medical Assistant include:

- Scheduling and referrals for of patients
- Providing patient instructions regarding procedures and tests performed in the physician's office
- Coding diagnoses and procedures for insurance
- Maintaining records for license renewals, insurance premiums and membership fees
- Ensure compliance with HIPPA guidelines
- Handle mail, billing, insurance claims, credit, and collections

## Please Note:

To enter this program, students should have a high school diploma or GED. To successfully complete the program, students must be able to type 35 words per minute by the last class date.



## Fees (Due Upon Registration)

Course fee.....\$999

\*Textbook.....\$250 approx

\* Textbook price subject to change.

## Registration Process

Complete the Center for Workforce Education Registration Form and return it to us via:

> Mail < > Walk In < > Online <

Jefferson State Community College  
The Center for Workforce Education  
2601 Carson Road  
Birmingham, AL 35215  
Phone: (205) 856-7710  
Email: [workforcedev@jeffersonstate.edu](mailto:workforcedev@jeffersonstate.edu)  
Web: [www.jeffersonstate.edu/fasttrack](http://www.jeffersonstate.edu/fasttrack)

## Payment

Payment is due at the time of registration. Please note that registration is not complete until course fees are paid in full. Payment may be made by VISA, MasterCard, Discover, check, money order, cash, or company-sponsored purchase order/documentation. Please deliver cash payments in person to Jefferson State's Center for Workforce Education, George Wallace Hall, Room 202, 2601 Carson Road, Birmingham, Alabama. Make checks and money orders payable to Jefferson State Community College.

## Refunds/Withdrawals

Jefferson State reserves the right to cancel any course for any reason, including insufficient enrollment. If JSCC cancels a course for which a student is registered, the student will automatically receive a full refund. If the date and/or time of the course is changed by JSCC, the student may request a refund by completing a "Withdrawal Form" within three business days following the date change notification. Jefferson State will not issue full or partial refunds for classes which have been cancelled, nor dismissed early due to inclement weather or other circumstances beyond our control. To withdraw and receive a refund after registering, students must submit a completed "Withdrawal Form" to the Center for Workforce Education at least ten business days in advance of the first day of class. Refunds are less an administrative fee of five percent (5%) of the refund amount. Students who register less than ten business days in advance of the first day of class, waive their rights to a refund except for insufficient enrollment. The "Withdrawal Form" may be found at [www.jeffersonstate.edu/fasttrack](http://www.jeffersonstate.edu/fasttrack).