



Medical Administrative Assistant (Diploma)

The Medical Administrative Assistant (CMAA) program is designed to prepare students for employment as a cross-trained clinician expanding the traditional role of office/operations manager. The CMAA will be trained in Office Management, Billing, Healthcare Administration, Phlebotomy, EKG while also learning the skills to challenge the FL Certified Nursing Exam. The program offers a sequence of courses that provide the flexibility to adapt to many different healthcare environments while delivering coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge. Graduates attain the skills needed to be prepare for a career in clinical/healthcare operations and the fundamentals to continue their academic success at the next level.

Providing theory, didactic and hands-on training preparing students for entry-level positions as Medical Administrative Assistant(CMAA), Medical Assistant, Clinical Assistant, Medical Receptionist, EKG Technician (CET), Monitor Tech, Unit Secretary, Medical Office Manager, Phlebotomy Technician (CPT).

Cost Breakdown

Tuition	Medical Administrative Assistant (AMA) Diploma 600 Clock Hours	\$3600.00
Textbooks	Structure and Function of the Body, 15 th Edition ISBN: 9780323341127 List \$68.95	Included
	ECGs Made Easy 6 th Edition ISBN: 9780323401302 List \$73.95	Included
	Introduction to Health Services Administration, Elsevier 2019, ISBN 9780323462235	Included
	The Administrative Medical Assistant. 14 th Ed, Kinns, Elsevier 2019, ISBN 9780323613651	Included
	Simulated Administrative Medical Office, Pepper, Julie, Elsevier 2019, ISBN 9780323353939	Included
	Phlebotomy Worktext and Procedures Manual, 4 th Edition ISBN: 9780323279406 List \$81.95	Included
Exam Fees paid to Third party	NHA National Exam ECG (CET) or Phlebotomy (CPT) \$117	Included
	NHA National Exam (CMAA) \$155	Included
Total Tuition		\$3600.00
Costs not Covered by Tuition	Application Fee	\$50
	TB Test/Physical	\$35-\$150*
	Scrubs	\$45-\$65*
	Fingerprinting/Level II	\$86*
	Total Estimate w/Additional Costs	\$3816.00

*(Estimate) Fees paid to third party providers



Schedule of Classes Required Classes

The CMAA program is a 600 Hour diploma program (28 Weeks)

Course Number	Course Title	Clock Hours
HCA 101	Introduction to Health Services Administration	90
BIO 105	Fundamentals of Anatomy and Physiology	90
HCP 210	Basic Phlebotomy Techniques	60
HCP 210L	Basic Phlebotomy Techniques LAB	30
HCA 200	Office Administration for Medical Assistants	60
HCA 200L	Office Administration SimChart LAB	30
HCP 222	Skills Lab for Nursing Assistants/Clinicians	90
HCP 230	Basic Electrocardiography Techniques	60
HCP 230L	Basic Electrocardiography Techniques LAB	30
HCP 297	Externship (OR)	60
HCP 298	Supervised Clinical (OR)	60
HCP 299	Internship	60

*(Estimate) Fees paid to third party providers