

HEALTH SCIENCES CAREERS

Expand opportunities with the

MEDICAL ADMINISTRATIVE ASSISTANT

certification

TAKE ADVANTAGE OF EXCITING EMPLOYMENT OPPORTUNITIES

In the United States alone, **the health sciences sector employs approximately 16 million people[1] and is expected to grow by 13% from 2022 to 2032**, which is faster than most employment sectors[2]. These jobs are critical and in demand, making it a fruitful industry for career growth. The Medical Administrative Assistant certificate, part of Certiport's Health Sciences Careers program, validates important foundational skills and helps candidates kickstart a healthcare career.

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CERTIPORT
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TRAIN THE NEXT WAVE OF MEDICAL ADMINISTRATIVE ASSISTANTS

Medical administrative assistants help make healthcare facilities run smoothly. They need strong interpersonal communication skills, fluency in medical privacy laws, knowledge of how to manage electronic health records, and more. The Medical Administrative Assistant course prepares candidates to work in United States healthcare with U.S.-specific policy and procedure information.

WHY GET CERTIFIED?

Not only do many doctors encourage or require medical administrative assistants to be certified, but certified medical professionals often earn higher salaries than their non-certified counterparts[3]. Having a certification can also create more opportunities for career and pay advancements[3]. Those who pass the exam will have a strong foundation to start their career in healthcare, whether their goal is to work as a medical administrative assistant or in another role, such as a medical doctor.

ABOUT THE MEDICAL ADMINISTRATIVE ASSISTANT CERTIFICATION

Created with subject matter experts and psychometricians, this single exam proves candidates are ready for the workplace.

THE EXAM COVERS:

- Office procedures
- Healthcare terminology
- Medical billing knowledge
- Interpersonal communication
- Medical health records

This exam has 45-50 questions and takes a maximum of 50 minutes to complete. By passing and getting certified, candidates will have the essential knowledge and skills they need to get a job in a healthcare setting as a medical administrative assistant.

1. *U.S. Bureau of Labor Statistics. (2023). Occupational Outlook Handbook.*
2. *U.S. Bureau of Labor Statistics. (2023). Employment Projections.*
3. *American Health Information Management Association (AHIMA). (2022). Impact of Certification on Employment and Salaries in Health Information Management.*

HOW TO GET STARTED

Anyone interested in a career in healthcare can take the Medical Administrative Assistant exam. Unlike other exams, learners do not need a high school diploma (or equivalent), nor do they need any relevant work experience.

To ensure all candidates have learned the foundations and are well-prepared to take the exam, 150 hours of instruction is recommended. Certiport offers learning tools from providers such as Moore Solutions (MSi) and Learnkey as well as CertPREP Practice Tests, powered by Gmetrix, to help candidates feel confident every step of the way.

Start your career in healthcare today!

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