



COLLEGE
of the
DESERT

www.collegeofthedesert.edu/PaCE



MEDICAL ADMINISTRATIVE ASSISTANT WITH BILLING AND CODING

Training facilitated through Distance Learning with
Weekly Live-Remote Virtual Training Sessions

ENROLL TODAY! SPACE IS LIMITED

<https://codpace.asapconnected.com/>

Registration: *NO COST* to you! This session is GRANT funded

Normal Registration Fee: \$2,995

Additional Fees paid by the participant: Certification Exam Fee

Thinking about becoming a Medical Administrative Assistant?

Receive more information by attending our **FREE Information Session**

Every 3rd Thursday of the Month at 2 p.m. via [Zoom](#)

Dates

September 13 - December 11, 2021

Online Distance Learning with
Live-Remote Virtual Training Sessions held on:

Mon & Wed from 4:00 - 7:00 p.m.

& Sat from 9:00 a.m.- 1:00 p.m.

40 hour Externship dependant on current COVID policies



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FACT SHEET: MEDICAL ADMINISTRATIVE ASSISTANT

PRE-REQUISITES

- ✓ High School Diploma or equivalent
- ✓ Proficient in English
- ✓ 9th Grade Mathematics
- ✓ Hand-to-eye coordination & finger agility
- ✓ Suitable vision, normal or corrected
- ✓ At least 18 years of age
- ✓ Immunizations & background check*±
- ✓ No prior criminal offenses*

**CBCS
CMAA**
\$15 - \$20
per hour

AREAS OF STUDY

Medical Ethics & Law
Medical Terminology
Telephone Techniques
Scheduling Appointments
Medical Records
Claims Process
Insurance Billing
Financials
Billing and Coding
ICD-10-CM
ICD-10-PCS

SALARY

Salary ranges from \$29,000 - \$41,600

Salary may vary depending on location, experience and national rate. Detailed information may be found at www.bls.gov.

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760.776.7420 | codpace@collegeofthedesert.edu

