Program Information: Certified Medical Administrative Assistant

Program Overview:
Program prepares students to function effectively in many of the administrative and clerical positions in the healthcare industry. Coursework covers important background information on the medical assisting profession and interpersonal skills, medical ethics and law, medical terminology, basics of insurance billing and coding, telephone techniques, scheduling appointments, medical records management, and management of practice finances. Program is intended to provide students with a well-rounded introduction to medical administration so that a student can gain the necessary skills required to obtain a medical administrative assistant position in the healthcare field. Program prepares students to take the National Healthcareer Association’s Certified Medical Administrative Assistant (CMAA) exam.

Program Provider:
Curriculum is provided by Condensed Curriculum International (CCI). Program is delivered by Bitterroot College University of Montana

Program Location:
Bitterroot College, 103 South 9th Street, Hamilton, 59840

Program Days and Times: **June 10 through July 15, 2019** (50 contact hours)
- Classroom Instruction
  - 5:30 PM – 9:00 PM, Mon, Tues, & Thurs, June 10 – July 15
  - No class July 4
- **Certified Medical Administrative Assistant Exam**
  - Evening of Mon, July 15 (last evening of class time)

Program Fee
- Full payment of **$1,550 due by Thursday, June 6, 2019**
- Fee includes tuition, textbooks, and certification exam fee
- **Refund Policy:** 100% refund before payment due date; 75% refund between payment due date and course start date; no refund after course start date

Program Fee Assistance

**IMPORTANT: Program Fee Assistance takes time to process; connect with assistance providers ASAP**
- Pathways Programs Funding (formerly WoRC), Human Resource Council, 303 North 3rd Street, Hamilton
  - Lisa Kears, (406) 363-6101 ext. 237 or Holly Montgomery, (406) 363-6101 ext. 239
- Rural Employment Opportunities (REO) *(for eligibility, must have worked in agriculture within last 2 years)*
  - Will Bodle, william@reomontana.org, (406) 274-4172
- Veterans Administration Educational Benefits, **Valley Veterans Service Center**, 217 N 3rd St, Suite L, Hamilton
  - Veterans and family members: check your benefits eligibility, call (406) 363-9838 for an appointment
- Veterans Administration Vocational Rehabilitation Services Training Funds
  - Debra Fleig, debra.fleig@va.gov, (406) 258-1084; 2681 Palmer Street, Suite N, Missoula
- Vocational Rehabilitation Services Training Funds – **Disability Employment Assistance Program**
  - Sarah Seltzer, sseltzer@mt.gov, (406) 375-0203, Bitterroot College, 103 S 9th Street, Hamilton
- Workforce Innovation & Opportunity Act (WIOA) Funding, Human Resource Council, 303 N 3rd Street, Hamilton
  - DeLynn Gardner, dgardner@mt.gov, (406) 560-1689 or Chelle Twist, chelle.twist@mt.gov, (406) 565-2243
- WIOA Youth Employment Program *(serves ages 14 to 24)*, Human Resource Council, 303 N 3rd Street, Hamilton
  - Shane Kravik, sek@hrcxi.org, (406) 363-6101, ext. 236
Education, ID, Email, and Other Requirements for Program Application

- Must hold a high school diploma from a state-accredited high school (or be within 12 months of earning one) or hold a high school equivalency diploma (GED or HiSET)
  - Applicants who are within 12 months of earning a high school diploma from a state-accredited high school must submit their current high school transcript and a recommendation letter from a high school counselor or academic administrator attesting to their pending secondary graduation date and vouching for their academic and emotional fitness for program success
  - Applicants who are currently attending home school must earn a high school equivalency diploma (HiSET) before program admittance
- Must have a photo ID for proof of identity
- Must have a personal email account which can be accessed frequently
- Must demonstrate requisite emotional and mental maturity/health for professional placement

Background Check Required with Program Application

- Visit app.mt.gov/choprs/ and under Public Users click on Start Service
- Cost is $14.50 pay online with eCheck, credit card, or debit card
- Print background check document and attach to program application

Retain Program Information for Your Records

Questions? Contact the Bitterroot College at (406) 375-0100 or email Meri Telin at meri1.telin@umontana.edu
Program Application: Certified Medical Administrative Assistant

Application Requirements (see program information sheet for details)
1) Must meet education, ID, email, and emotional/mental health requirements
2) Must submit HS transcript or GED/HISET transcript
3) Must submit cleared background check with application

Application Deadline is Thurs, June 6, 2019 for program starting on Mon, June 10, 2019

Submit completed application to:
Bitterroot College UM
103 South 9th Street, Hamilton, MT 59840
Application questions? (406) 375-0100 or meri1.telin@umontana.edu

Include with completed application:
☐ Full program fee payment of $1,550 — make checks payable to Bitterroot College UM or pay in person at Bitterroot College with cash, credit card, or debit card (see accompanying information for payment assistance options)
☐ Cleared background check documentation (see accompanying information for details)
☐ HS transcript or GED/HISET transcript (see program information sheet for details)
☐ High School Counselor/Academic Administrator letter if applicable (see information sheet for details)

Full Legal Name: ________________________________

First        Middle        Last

Mailing Address: ________________________________

City: ___________________________ State: ____________ Zip Code: ___________________________

Social Security Number (required for exam registration): ________________________________

Telephone No: _______________ Email Address (required): ________________________________

Date of Birth: ___________________________ Gender (optional): Male _____ Female _____

Age at Start of Program: ___________________________

Education (check one): ☐ Diploma from a state-accredited high school

☐ High school equivalency diploma (GED or HiSET)

☐ Pending diploma from a state-accredited high school (include institutional letter)

(application has two pages – continue to second page)
List any industry certifications or college certificates/degrees currently held:  


Summarize previous work-related experience (if any):  


What are your employment goals for obtaining a Medical Administrative Assistant credential?  


By signing this application, I certify that my application information is true and correct to the best of my knowledge, and I understand that falsification or omission of information may result in denial or rescinding of admission to Bitterroot College’s Continuing Education Certified Medical Administrative Assistant Program.

Applicant’s Signature ____________________________ Date ____________

For Office Use Only

Required Application Materials

- Complete Application
- HS/HS Equiv/Letter
- Photo ID
- Background Check

Reviewer’s name: ________________________________
Review date: ________________________________
Reviewer’s comments: ________________________________

Circle one: Accepted Denied

Photo ID: ID Type ____________________________ ID No. ____________________________ ID Checked By ____________

Payment Type: ________________________________

Exam Results: ________________________________