Program Overview:
Program prepares students to function effectively in many of the administrative and clerical positions in the health care industry, e.g., Medical Administrative Assistants, Medical Secretary, and Medical Records Clerks. Program 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 health care field. Program includes 50 hours of remotely delivered, live-streamed, interactive video lecture and a 40-hour clinical externship opportunity at a local healthcare provider. Program prepares students to take the National Healthcareer Association’s Certified Medical Administrative Assistant (CMAA) exam. Clinical Externship: program includes a 40-hour clinical externship opportunity. To be eligible for the externship, students must successfully complete the 50-hour program, pass the CMAA exam, and meet various immunization & screening requirements.

Program Provider:
Curriculum is provided by Condensed Curriculum International (CCI)
Program is offered by Bitterroot College University of Montana, 103 South 9th Street, Hamilton, Montana

Program Location:
Program is delivered remotely via live, interactive videoconferencing. Videoconferencing equipment (laptop computer) is provided for students without equipment access. Internet access is the responsibility of the student (for assistance with internet access, please see list of Program Fee Assistance providers below).

Program Days and Times: May 26 - July 14, 2020
• Live, Interactive Video Instruction (50 contact hours)
  o 5:30 PM – 9:00 PM, Tues, & Thurs, May 26-July 14
• Certified Medical Administrative Assistant Exam
  o Evening of Tues, July 14 (last evening of class time)
• Optional Clinical Externship (40 hours)
  o Scheduled through CCI following successful completion of CMAA exam
  o Externship may require additional immunizations and screenings

Program Fee
• Full payment of $1,590 due by Friday, May 15, 2020
• 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
  o (406) 363-6101: Lisa Kearns, ext. 1 or Holly Montgomery, ext. 2, or Tomie Martin, ext. 3
• Rural Employment Opportunities (REO) (for eligibility, must have worked in agriculture within last 2 years)
  o Sesar Bonilla, sesar@reomontana.org, (406) 274-4172
• Veterans Administration Educational Benefits, Valley Veterans Service Center, 217 N 3rd St, Suite L, Hamilton
  o Veterans and family members: check your benefits eligibility, call (406) 363-9838 for an appointment
  o Veterans Administration Vocational Rehabilitation Services Training Funds
    o Debra Fleig, debra.fleig@va.gov, (406) 258-1084; 2681 Palmer Street, Suite N, Missoula
Program Fee Assistance (continued)

• Vocational Rehabilitation Services Training Funds – Disability Employment Assistance Program
  o 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
  o 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
  o Shane Kravik, sek@hrcxi.org, (406) 363-6101, ext. 4

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)
  o 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
  o 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
• $20.00. Pay online with eCheck, credit card, or debit card
• Within 14 days of your payment, print background check results, and attach to program application
• Background check expires after 14 days from your payment

Retain Program Information for Your Records

For Application Submission or Questions,
Contact Lea Guthrie at (406) 541-3187 or lea.guthrie@umontana.edu

Bitterroot College, 103 South 9th Street, Hamilton, MT 59840
(406) 375-0100 | fax (406) 375-0200 | www.umt.edu/bc
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 Friday, May 15 for program starting on Tues, May 26, 2020

Submit completed application to:

Bitterroot College UM
103 South 9th Street, Hamilton, MT 59840
Application questions? (406) 541-3187 or lea.guthrie@umontana.edu

Include with completed application:

- ☐ Full program fee payment of $1,590 — make checks payable to Bitterroot College UM or pay over the phone with credit card or debit card (see program information sheet 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 and agree 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.

By signing this application, I understand and agree if I begin the program I am ultimately responsible for the full payment of the program fee. If I am applying for program fee assistance, I understand and agree it is my responsibility to provide written confirmation of third party funding approval prior to the start of the program. Finally, I understand and agree if my third party funding is not ultimately received in full or in part, it is my responsibility to pay any remaining program fee balance.

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: ________________________________