



Center for Health Industry Solutions

FAQ Sheet Medical Front Office Specialist

How do I register? You may register in person at any campus registration office with check, money order, credit card or PO. You may register over the phone by calling 216-987-3075 with a credit card.

What is the cost? The total tuition for all 4 classes is \$1847.00 Books for the whole program come to about \$300.00.

What is included in the tuition? Exam is free if all 5 classes are taken.

Is there funding available? There may be funding available depending upon your situation.

How do I apply for funding? Funding options may be discussed with that office by calling 216-987-3029.

Are there any pre-requisites? High school diploma or GED strongly recommended

How long is it? From start to finish the day program will take about 19 weeks allowing for breaks between classes. (Med Term–36 hours, MFOS Fundamentals-48 hours & Med Billing–24 hours, Customer Service–12 hrs, Transcription – 24 hours)

In what order should I take the classes? You must take medical terminology first.

Is job placement offered? No, however any student may take advantage of the job search assistance offered by Key Career Place, for more information on their programs call 216-987-3029

Is there a certification exam? The college is currently applying to National Healthcareer Association (NHA) for approval for graduates to sit for the Certified Medical Administrative Assistant (CMAA) exam. (NAHAM).

Where can I find out more information about NHA? Visit their website at www.NHANOW.org

Who should take this course? - Individuals interested in entering the Healthcare field as a Medical Front Office Specialist.

What positions will I be prepared for? Training will be directed towards positions in patient access departments in hospitals such as Admissions, Registration, Guest Relations, Pre-Certification, Financial Counseling and Scheduling.

What is the starting salary? Positions start at about \$12-\$14 per hour.