

Other programs offered through Carolina Professional Institute

# CAROLINA PROFESSIONAL INSTITUTE

Eastern Carolina Christian College and Seminary

We offer certifications that can help you earn more money and jump start a new career!

## Professional Studies and Certificate Programs:

Medical Administrative Assistant  
Audio Sound Production  
Notary Public

Non-Profit Management  
Certified Nursing Assistant

Now accepting applications for Summer and Fall classes For more information contact Dr. Kenneth Jones at 252-535-4442

### Certifications in Religious studies:

Christian Education, Church Administration, Theology, Deacon Ministry Training, Trustee Ministry Training

### Degree Programs:

Associate in Theology, Bachelor in Theology, Master of Divinity, Master of Religious Education and Doctor of Ministry

*"There is no education...like a divine education"*

Eastern Carolina Christian College and Seminary

[www.ecccsedu.org](http://www.ecccsedu.org)



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# Continuing Education Programs



## Medical Administrative Assistant Certification

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The Certified Medical Administrative Assistant (CMAA) is a nationally recognized certification for Medical Administrative Assistants. A CMAA is expected to perform routine administrative tasks to help keep the physicians' offices and clinics running efficiently. As a CMAA, you may perform the following tasks:

- Review and answer practice correspondence
- Operate computer systems or other types of technology to accomplish office tasks
- Answer calls, schedule appointments, greet patients, and maintain files
- Update and maintain patient and other practice-specific information
- Coordinate collection and preparation of operating reports such as time and attendance

Benefits to obtaining a Medical Administrative Assistant Certification may include: more job opportunities, an increased pay scale, and increased subject matter expertise.

## Program Enrollment Requirements

1. Students' application must be received by the deadline announced by the ECCCS&S Instructor.
2. Students are permitted to transfer in previously taken the CMAA Program required courses from 10 years old to present. High School diploma or equivalent not required to take the course. However, it is required to take the NHA (National Healthcareer Association) certification exam.
3. Students must take all four required classes in order to be eligible for NHA exam. See required courses outline.
4. Students must submit an official ECCCS&S or other institutional transcript to the ECCCS&S Instructor to be eligible to sit for the NHA certification exam.
5. Students are responsible for exam payment of \$125.00 to be payment to NHA ([www.nhanow.com](http://www.nhanow.com)) Payment must be received by NHA 3-weeks prior to exam date. NHA will send student an official test date, once payment is processed.

## Prerequisites

Students should be proficient in keyboarding, have a basic understanding of a word-processing computer program (Microsoft Word recommended), and have a command of English grammar and punctuation. Students are permitted to transfer in previously taken CMAA Program required course from 2007 to present and/or students must have two years or more experience in the healthcare field is recommend, but not required.



## National Health Career Association

ECCCS&S has partnered with the National Healthcareer Association ([www.nhanow.com](http://www.nhanow.com)), to offer a national health certification, and all courses and exams will be held at ECCCS&S via hybrid (online and seated)

Get a competitive edge for advancement opportunities and your job search. Holding a national certi-

fication demonstrates a student's commitment to the health profession and patient safety — both standards that employers prefer, if not require. Courses are administered on an intermediate/advanced level.

## Medical courses offered through ECCCS&S Continuing Education Services:

- Medical Terminology I
- Medical Terminology II
- Medical Office Procedures
- Medical Law & Ethics
- Risk Management & Compliance



## Course Requirements

The following courses are required to be eligible to take the NHA CMAA certification exam:

1. Medical Office Procedures
2. Medical Terminology I
3. Medical Terminology II
4. Risk Management & Compliance
5. Medical Law and Ethics



For more information contact  
Dr. Kenneth M. Jones, Provost  
at (252) 535-4442

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**Policy of Nondiscrimination:**  
Eastern Carolina Christian College & Seminary does not discriminate in its admission policies based upon sex, race, color or national origin.

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