

## Clinical Medical Administrative Assistant Certification (CMAAC) Certification Program Outline

### Certification Information

A Clinical Medical Administrative Assistant Certification (CMAAC) allows candidates to participate in a variety of healthcare settings. A Clinical Medical Administrative Assistant's responsibilities may include, but are not limited to the following:

- Drawing blood
- Taking vitals
- Recording patient visits
- Charting a patient's history
- Scheduling appointments
- Performing an EKG\*
- Update and file patients' medical records
- Fill out insurance forms
- Arrange for hospital admissions and laboratory service
- Perform tasks less specific to medical settings: such as answering telephones, greeting patients, handling correspondence, scheduling appointments, and handling billing and bookkeeping
- Recognizing the need for continuing education and staying current in health care mandates

Exam Information	
Total Number of questions on exam	240
Allotted time for exam	4 hours and 15 mins
Modality available	Online, Paper/Pencil
Live Remote Proctoring Available	No
Cost	\$199.00

### Exam Blueprint

The following chart is a breakdown of the content domains, # of items and weight.

Content Domains	Weight	# of Items
<i>Anatomy and Physiology</i>	10.0%	24
<i>Phlebotomy</i>	21.0%	50
<i>EKG</i>	9.0%	22
<i>OSHA/Infection Control</i>	16.0%	39
<i>Medical Law and Ethics</i>	9.0%	22
<i>Medical Office/Patient Care Skills</i>	12.0%	29
<i>Healthcare Systems</i>	6.0%	14
<i>Medical Administrative/Electronic Health Records</i>	17.0%	40
<b>Total</b>	100%	240

To access the full exam blueprint, click [HERE](#).