

## Medical Administrative Assistant Certification (MAAC) Certification Program Outline

### Certification Information

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

- Patient Identification
- Patient communication
- Insurance billing and authorizations  
Coding patient/provider encounters
- Confidentiality
- Electronic data interchange
- Recognizing the need for continuing education and staying current in healthcare mandates

Exam Information	
Total Number of questions on exam	100
Allotted time for exam	2 hours
Modality available	Online, Paper/Pencil
Live Remote Proctoring Available	No
Cost	\$109.00

### Exam Blueprint

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

Content Domains	Weight	# of Items
<i>HIPAA and Compliance</i>	19%	19
<i>Scheduling</i>	13.0%	13
<i>Medical Records</i>	11.0%	11
<i>Other Administrative Knowledge</i>	9.0%	9
<i>Insurance</i>	15.0%	15
<i>Medical Billing and Coding</i>	11.0%	11
<i>Medical Terminology and Anatomy</i>	13.0%	13
<i>Emergency Care</i>	9.0%	9
<b>Total</b>	100%	100

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