Medical Administrative Assistant – Study Guide
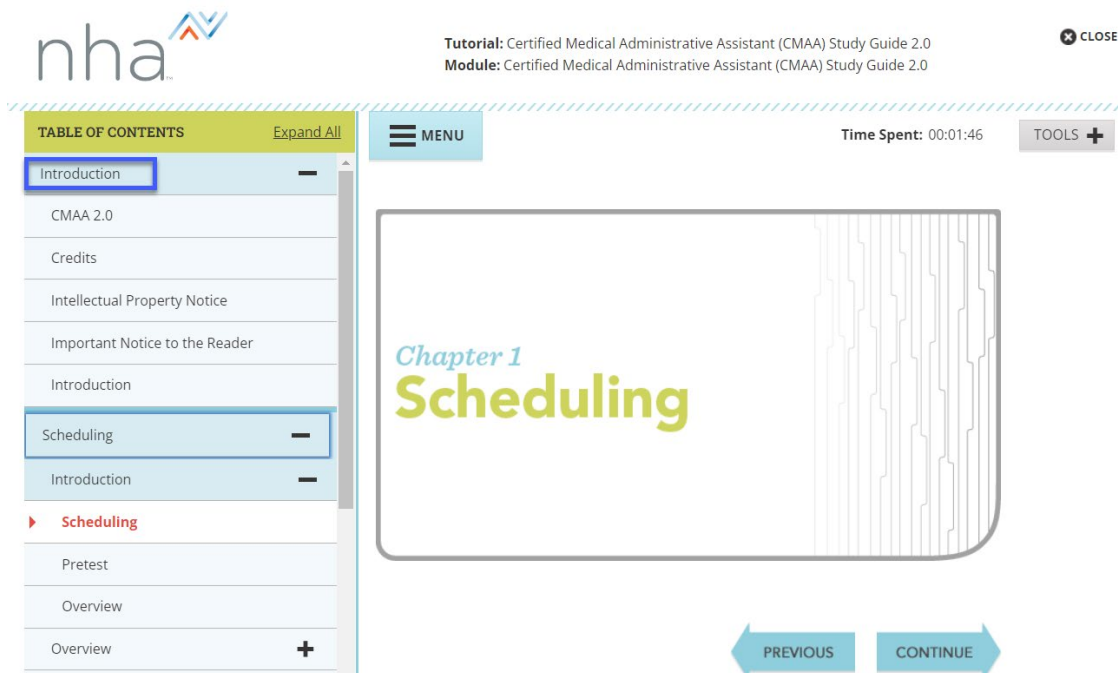
Each week, you will access the Certified Medical Administrative Assistant study guide work through the NHA Portal. You are expected to complete the list of activities in each weekly Certificate Portal Work assignment. These activity modules are consecutive – meaning on-going or back-to-back. Each time you log in, the NHA Portal will begin wherever you have left off. View a video tutorial that will help to walk through the NHA Portal. NHA Certification Portal Tutorial (03:14)

- **Under the Table of Contents, Select Introduction.**
- Continue through each module until you reach the end of the list

A TABLE OF CONTENTS displays on the left side of your Tutorial window. You can use this outline of your Course's contents to track your progress as you move through the Chapters. Contents include Learning Objectives, Chapter Lessons, Drill questions, and Case Studies.

Your total time spent in your current session displays in the upper right corner.

Use the window controls to help you get the most from the lesson. Pause, stop, or rewind the narrative or access previous pages at any point during the Tutorial. Closed Captioning is also available.

You can view any part of the Course as many times as you want.

When you are ready to self-test over the Chapter material, click **Drills**. You will see a set of multiple-choice Drill questions.

Select an answer and then click **Submit**.

Click **CONTINUE** to skip to the next Drill question.

Below is the list of activities to be completed

1. **Introduction**
   a. Introduction
2. **Scheduling**
   a. Introduction
      i. Scheduling
      ii. Pretest – write down the 10 drill questions and pause to answer each one in your own words. These answers do not have to be correct. This will serve as a learning assessment/retention for this section.
      iii. Overview
   b. Overview
      i. Need to Know
      ii. Appointments
   c. Types of Patient Scheduling
      i. Types of Scheduling
      ii. Scheduling a Procedure
   d. Computer Scheduling
      i. Computer Scheduling
      ii. Future Appointments

Submit the answered 10 drill questions from the Pretest module to the W1 Certificate Portal Work dropbox in Blackboard as a Word document.

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