

<u>Program</u>	<u>Contact</u>	<u>Date Updated</u>
Medical Office Administration	Patrick Dineley	March 2022

State	Meets educational Requirements	Does not meet educational requirements	Undetermined	State	Meets educational Requirements	Does not meet educational requirements	Undetermined
Alabama			*	Nebraska			*
Alaska			*	Nevada			*
American Samoa			*	New Hampshire			*
Arizona			*	New Jersey			*
Arkansas			*	New Mexico			*
California			*	New York			*
Colorado			*	North Carolina	*		
Connecticut			*	North Dakota			*
Delaware			*	Northern Mariana Islands			*
Florida			*	Ohio			*
Georgia			*	Oklahoma			*
Guam			*	Oregon			*
Hawaii			*	Pennsylvania			*
Idaho			*	Puerto Rico			*
Illinois			*	Rhode Island			*
Indiana			*	South Carolina			*
Iowa			*	South Dakota			*
Kansas			*	Tennessee			*
Kentucky			*	Texas			*
Louisiana			*	US Virgin Islands			*
Maine			*	Utah			*
Maryland			*	Vermont			*
Massachusetts			*	Virginia			*
Michigan			*	Washington			*
Minnesota			*	West Virginia			*
Mississippi			*	Wisconsin			*
Missouri			*	Wyoming			*
Montana			*				

Comments: According to the U.S. Bureau of Labor Statistics (BLS), while a specific degree isn't required, medical administrative assistants generally need specialized training in medical processes.

Medical Office Administration

STATE AUTHORIZATION INFORMATION

This professional licensure and certification information is proprietary to the North Carolina Community College System.

This information is provided to NCCCS institutions to provide the appropriate compliance disclosures so students can make informed decisions about their educational goals.

REQUIREMENT

Colleges offering Medical Office Administration are required to provide general and direct disclosures to each student regarding the reciprocity of the program against other states.

State Authorization Professional Licensure\Certification\Credentialing Requirements:

Effective July 1, 2020 the U.S. Department of Education requires colleges to provide general and direct disclosures to students prior to making a financial obligation for all professional licensure and certification programs. Refer to the SA Requirements tab for specific details on this new regulation.

Medical Office Administration Licensure\Certification \ Credentialing\ Information:

According to the U.S. Bureau of Labor Statistics (BLS), while a specific degree isn't required, medical administrative assistants generally need specialized training in medical processes.

No state currently licenses Medical Office Administrators. Physicians' and their offices are free to hire anyone they would like, although a degree or certificate is a big advantage.

Associate degree-holders are well-versed in the terminology and technology required for immediate entry-level employment, whereas candidates without a degree often require extensive on-the-job training. Though rarely required, some employers prefer candidates with professional credentials, such as the CMAA, or certified medical administrative assistant certification.

Medical Office Administration State Contact: This workbook contains the individual state Medical Office Administration point(s) of contact, which include name, phone number, e-mail, and mailing address.

Expanded Information for Medical Office Administration:

The Bureau of Labor Statistics (BLS) projects 10% job growth for medical secretaries and administrative assistants between 2019 and 2029.

****NO STATE CREDENTIALING REQUIRED****

Last Revised 9/3/21

State Authorization Professional Licensure Information:

34 CFR 668.43(c) Direct Disclosures

1. Prior to enrollment, students must be notified in writing (direct disclosure) if the program does not meet OR the institution has not made a determination whether the program meets education requirements for licensure and/or certification in the state where the student is located.
2. The regulations state regarding the timing of these disclosures, the U. S. Department of Education (DOE) expects that the institution will provide this disclosure before a student enrolls into a program or in the event that an institution does not provide an enrollment agreement, before the student makes a financial commitment to
3. If the student is enrolled in a program and the institution makes a determination that the program does not meet educational requirements in the state where the student is located, the institution has 14 calendar days to notify the student in writing.

NOTE: Be sure to document that any required direct notifications (pre enrollment and/or address change) were sent. An easy way to do this is to ensure that a copy of the letter or email is kept within the student's academic

Complete details can be found on the NCCCS Virtual Learning Community website.

<https://vlc.nccommunitycolleges.edu/faculty/state-authorization/>