

Medical Administrative Assistant Certification (MAAC)

Role of a Medical Administrative Assistant

A Medical Administrative Assistant can perform secretarial duties using specific knowledge of medical terminology and hospital, clinic, or laboratory procedures. Duties may include scheduling appointments, billing patients, and compiling and recording medical charts, reports, and correspondence.

Exam Information

- Abbreviation: MAAC
- Total Number of questions on exam: 100
- Allotted time for exam: 2 hours
- Modality available: Online, Face to face.
- Live Remote Proctoring Available: Yes
- (Study material included)
- [AMCA MAAC Exam Statistics](#)

Competencies

- HIPAA and Compliance (19%)
- Scheduling (13%)
- Medical Records (11%)
- Other Administrative Knowledge (9%)
- Insurance (15%)
- Medical Billing and Coding (11%)
- Medical Terminology and Anatomy (13%)