



**ESTRELLA MOUNTAIN
COMMUNITY COLLEGE**

A MARICOPA COMMUNITY COLLEGE



CareerStep™

ACADEMIC PARTNERSHIPS

Career Step

Career Step is an online school offering career-focused education designed to help students quickly enter the workforce. The school is committed to providing the best online education experience, incorporating interactive learning tools such as hands-on practice, videos, games, forums, and chat rooms into its curriculum. Students also have one-on-one access to instructors who have years of experience actually working in the positions students are training for. After graduation, students have access to comprehensive graduate resources such as resume reviews, interview tips and tutorials, and new job opening notifications to help them successfully transition from education to employment.

Healthcare IT

The Healthcare IT program prepares students for the rapidly growing healthcare IT sector. Students graduate ready to earn the CompTIA A+ certification as well as the Certified Electronic Health Records Specialist (CEHRS) and Certified Medical Administrative Assistant (CMAA) credentials offered by the National Healthcareer Association. Students learn computer hardware/software, troubleshooting, technology security, and healthcare documentation, among other topics, and also gain hands-on experience with government-certified ezEMRx electronic health records software. In addition to one-on-one instructor support and personalized graduate support, students receive ebooks, exam study guides, a computer repair toolkit, a power supply tester, and four certification exam vouchers.

Medical Administrative Assistant with EHR

Approved by the National Healthcareer Association, the Medical Administrative Assistant with EHR program prepares students for the Certified Medical Administrative Assistant (CMAA) and Certified Electronic Health Records Specialist (CEHRS) credentials. Students learn Microsoft Office basics, healthcare documentation and reimbursement, and medical office management topics such as practice finances and standard office procedures. The interactive online curriculum also includes over 20 hours of training on government-certified ezEMRx EHR software. In addition to one-on-one support from experienced instructors throughout the course and access to personalized graduate support after graduation, students receive ebooks and vouchers for the CMAA and CEHRS exams.

Medical Office Manager

This program prepares students to earn the Certified Medical Administrative Assistant (CMAA) and Certified Electronic Health Records Specialist (CEHRS) credentials after graduation. Students learn Microsoft Office basics, healthcare documentation and reimbursement, medical coding basics, patient billing and collections, and medical office management topics such as practice finances and standard office procedures. The interactive online curriculum also includes over 20 hours of training on government-certified ezEMRx EHR software and special considerations like ICD-10 and X12 5010. In addition to personalized instructor and graduate support, students receive ebooks, two certification exam vouchers, and a one-year membership to the American Medical Billing Association.

Medical Transcription Editor

Approved by the Association for Healthcare Documentation Integrity (AHDI), the Medical Transcription Editor program focuses on teaching the skills needed to work as a medical transcriptionist and medical transcription editor. Students study medical terminology, anatomy, healthcare documentation, and editing theory and technique and they develop and practice their typing and listening skills on hundreds of authentic, employer-provided dictations from a variety of specialties. In addition to one-on-one instructor support and personalized graduate support, enrollment includes ebooks, a transcription foot pedal, an AHDI membership, a subscription to an online reference library, and a voucher to take the RHDS exam.

Physical Therapy Aide

The Physical Therapy Aide program is specifically designed to prepare students to pass the Certified Physical Therapy Aide Specialist (CPTAS) exam after graduation. The online curriculum includes exercises, learning games, and interactive simulations on key procedures. Students learn Microsoft Office skills, patient interaction, documentation and reimbursement, medical word building, anatomy and pathophysiology, patient preparation, physical therapy modalities, and treating physical dysfunctions. In addition to ebooks, a personal Student Advocate to help navigate the program, and one-on-one support from experienced instructors throughout the course, students receive access to personalized graduate services and a voucher to take the CPTAS exam after graduation.

Physical Therapy Office Professional

The Physical Therapy Office Professional program is designed to prepare students to pass the Certified Physical Therapy Aide Specialist (CPTAS) and the Certified Electronic Health Records Specialist (CEHRS) exams after graduation. The online curriculum includes exercises, learning games, and interactive simulations on key procedures. Students learn Microsoft Office skills, healthcare structure and organization, patient interaction, documentation and reimbursement, anatomy and pathophysiology, patient preparation, and administrative procedures. In addition to ebooks, a personal Student Advocate, and one-on-one support from experienced instructors throughout the course, students receive access to personalized graduate services and a voucher to take the CPTAS exam after graduation.