**MEDICAL CERTIFICATION EXAM INSTRUCTIONS**

Once you complete the modules in your Medical Office Procedures textbook, you will begin preparing for the Medical Administrative Assessment (CMAA). Before you access the tutorials, you must notify me so I can schedule the tutorials and exams. The testing materials must be scheduled; you will have a week to complete the tutorials and assessment so use your time wisely.

To access the tutorials for prepping for your certification exam go to: [www.nhanow.com](http://www.nhanow.com).

You must create your account before starting. To create an account click under the log in box and fill in only the boxes that apply. You can use any log in and password you want.

Clink on the Courses tab under Prep Materials and accept the invitation from your instructor. You now have access to the tutorials and practice exams that will prepare you for the certification exam. Complete the Tutorials first, and then take the practice exams.

Once you have your results from the Practice Exam you should review what you missed in both the on-line tutorials and in your Medical Office Procedures textbook. After reviewing the materials, retake the Practice exam. You can take the practice exam up to 5 times. However, the Certification Exam is not the same as the Practice Exam so memorizing the questions and answers will not help or ensure you passing. The CMAA certification is going to ask you questions that require an application of the knowledge you have gained throughout the program. When you have passed the practice exam with at least 88% you are ready to take your Certification Exam.

Good Luck!!!!!

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When you are ready you can take the Certification Test at [www.nhanow.com](http://www.nhanow.com). See me for your discount code.