MEDICAL ADMINISTRATIVE

REQUIRED SESSIONS

- Customer Service
- Leave Training
- Entry/Exit Interview Process
- Materials Management
- Time Management
- PeopleAdmin

- Kronos
- Banner
- EPAF
- Excel
- Parking and Transportation
- Requesting Facilities Services
- Workplace Ethics

- Performance Management Process
- True Colors
- Microsoft Excel Test (Cornerstone)
- Medical Administrative Knowledge Test (Cornerstone)

PURPOSE

The Medical Administrative Certification Program (MACP) provides participants with a strong information base in understanding University policies and procedures impacting Health Sciences employees and departments. This program is designed for personnel operating in administrative support positions in a Health Sciences setting.

PREREQUISITES

There are no prerequisites.

REQUIREMENTS

Attend all required training workshops and successfully pass the Microsoft Excel, MACP Knowledge Test, and Medical Terminology Test. All requirements must be completed within two years of taking the first workshop in the program.

REGISTRATION

Log on to www.ecu.edu/itcs/cornerstone to enroll in required workshop sessions.

MICROSOFT EXCEL TEST (CORNERSTONE)

In addition to attending all of the required workshop sessions, participants must take and successfully pass the Microsoft Excel Test on Cornerstone. Participants can take a series of Microsoft Excel tutorials through the GCF LearnFree website prior to taking the test. Participants must score a 70 in order to pass the Online Microsoft Excel Test.

MEDICAL ADMINISTRATIVE KNOWLEDGE TEST (CORNERSTONE)

The final requirement for Medical Administrative Certification Program (MACP) is the MACP Knowledge Test. Participants who have completed all other requirements will be allowed to take the test through Cornerstone. Participants are tested on knowledge and concepts that have been discussed in the MACP workshop sessions. A score of 70 is required in order to successfully pass the MACP Knowledge Test. A certificate of completion will then be issued.

Contact Department of Human Resources • Learning and Organizational Development
210 East First Street • Mail Stop 205 • East Carolina University
Greenville, NC 27858-4353 • Office: 252-328-9921 • Fax: 252-328-9917

C.S. 18-90