

## Lansdale School of Business hosts the National Association of Health Professionals Certification Tests

Lansdale School of Business announces its continued partnership with NAHP as a testing site for national certification testing for Medical Assistant, Billing and Coding Specialists, Office Operations – Medical Office and Medical Administrative Specialists.

Graduates from these programs seeking certification in your field of study can register for your specific certification at [www.NAHPusa.com](http://www.NAHPusa.com)

Students from any of these programs who are planning to take a certification test should visit [www.nahpusa.com](http://www.nahpusa.com) for more detailed information and to create an account with the organization.

- This is the first step in the certification process.

Be sure to read the candidate's handbook after you create your account.

- This is the second step in the certification process.

After you have read the candidate's handbook you can then purchase the actual test, review book and practice test on a separate page. In the test site field, look for Lansdale School of Business in the dropdown list, click it to populate that field and proceed to payment. Unless you have received your final official transcript you can click through the "upload documents" section; further instructions will be given the day of the test review.

- This is the third step in the process.

Once you register for the test, please contact Barbara Santangelo, test proctor at: [bsantangelo@LSB.edu](mailto:bsantangelo@LSB.edu) Please include the test date and test selection in your email. We ask that you notify Barbara at least 3 weeks prior to the test review date.

- This is the fourth step in the process.

The two most popular certification tests are the NRCMA Exam for graduates of a Medical Assistant program and the NRCCS Exam for graduates of a Billing and Coding program.

Medical Assistant students who are nearing completion or have completed their program coursework, former graduates who need to be recertified and Medical Assistants from the general population are welcomed to register and sit for the NRCMA certification test at Lansdale School of Business.

Billing and Coding students who are close to completing their program are encouraged to register for the NRCCS test on the NAHP website. You are welcomed to sit for your online review test and the actual certification test the same days and times as the Medical Assistant students.

To register for the exam, go to [www.nahpusa.com](http://www.nahpusa.com) and follow the instructions on the website for your specific program exam.

Students are granted certification with a successful score of 70%. Proof of certification will be sent out within 6-10 weeks after the NAHP certifying board has received all official LSB documentation from you, the student. The cost for the exam is listed on the website for each test and is payable by credit card to

the organization. Payment must be submitted by indicated deadline on the nahpusa.com website. Remember to notify Barbara Santangelo at least two weeks prior to your test date of your registration and which test you are registered to take. (Each test has a different time element)

The schedule for the 2020-21 academic school year is as follows:

<b>PAYMENT DUE</b>	<b>REVIEW DATE</b>	<b>ADMITTANCE TO TESTING ROOM at 6:15pm</b>
No later than 3 weeks prior to review date	Time tests will be conducted on the NAHP website / times vary	A 15 minute window prior to test will be provided
***Cancelled***	April 10, 2021	April 17, 2021
May 27, 2021	June 10, 2021	June 17, 2021
October 28, 2021	November 11, 2021	November 18, 2021

\*\* Due to a change in the administration of the exam the April test date has been cancelled.

Test review and testing is held on Thursday evenings in an assigned computer lab at LSB. Per testing instructions, students MUST present a state issued ID for entrance to the exam room and must be present no sooner than fifteen minutes from the actual start time of 6:30pm.

Follow the online instructions to register for an examination. Candidates must register for an exam at least 3 weeks prior to the scheduled date of examination. Be sure that all required fields are correctly completed. You may be asked to submit your most recent Higher Education Transcripts of required coursework at registration, please disregard the upload request unless you have successfully completed your program of study and have a final, official transcript.

#### ADDITIONAL INFORMATION

NAHP has strict guidelines for us to follow. Be sure to read the information provided to you on this website.

Please register for the test at least two weeks prior to the REVIEW date.

This allows for you to receive your review book, review test logon and test entrance information.

The registration process for any test is completed online.

There is no paper application and payment is due upon registration.

The review book can be ordered any time prior to taking the test but at least three weeks before your selected review and test dates, given the delay in mail.

You MUST register for the test at least three weeks prior to the review date to allow processing time and notification.

>>>> Remember to bring your ID and test registration documents on the day of testing. <<<<<<

You cannot be admitted to the test without these documents

If you have any questions regarding the registration process, the test date or the review work please contact Barbara Santangelo, NAHP Test Proctor at: bsantangelo@LSB.edu