



Clinical Medical Assistant with Medical Administration

Clinical Medical Assistant with Medical Administration Program

This program prepares students to assist physicians by performing functions related to the clinical aspects of a medical office. Instruction includes preparing patients for examination and treatment, routine laboratory procedures, pharmacology, taking and documenting vital signs, technical aspects of phlebotomy, the 12-lead EKG and the cardiac life cycle. Additionally, this program includes a Medical Administration course covering key topics such as medical ethics and law, basics of insurance billing and coding, telephone techniques, scheduling appointments, medical records management and a detailed review of Microsoft Office end user tools including Word, Power Point, Access, Outlook and Excel. The program also includes an optional clinical externship at a local healthcare provider.

Education and Certification

A major objective of this program is to prepare students for important national healthcare competency certification examinations and to prepare them to work as a Clinical Medical Assistant and or Medical Assistant professionals.

- Students should have or be pursuing a high school diploma/GED.
- National certification examination opportunities for students:
 - The National Healthcareer Association (NHA) Certified Clinical Medical Assistant (CCMA) national examination.
 - The National Healthcareer Association (NHA) Certified Medical Administrative Assistant (CMAA) certification exam
 - The Microsoft Office Desktop Skill modules will prepare students to sit for the Microsoft Office User exams.

In addition to facilitating entry-level clinical and administrative medical assisting and related positions, this course is ideal for students interested in pursuing a future formal Certified Medical Assistant (CMA), Nursing (LPN) or a Nursing (RN) program.

Key Course Module Topics Covered

Clinical Medical Assistant Module

- Clinical responsibilities of the medical office - assisting the physician with patient related care
- Preparing patients for examination and treatment, routine procedures and diagnostic testing
- HIPAA, patient confidentiality, legal aspects of healthcare and regulatory patient care issues
- Recording and taking of vital signs, blood pressure, and other patient care items related to the physician office visit
- Review and administration of medications, allergies and other pharmacology related items
- Laboratory procedures, phlebotomy and the proper techniques required to collect specimens for laboratory analysis
- Cardiology and the proper placement of leads when taking a 12 lead EKG

Medical Office Administration Module

- History and background of the medical assisting profession
- Ethical and legal issues, fraud abuse, and compliance
- Office and patient communication techniques, appointment scheduling and general office duties
- Telephone techniques and skills for scheduling appointments
- Technology in the healthcare environment
- Medical terminology
- Basics of insurance billing and coding
- Medical records management and management of practice finances
- HIPAA review and patient bill of rights and confidentiality

Microsoft Office Module

- Common features found in Word 2010, Excel 2010, PowerPoint 2010, Access 2010 and Outlook 2010.
- Microsoft Office Suite - "How to Utilize Features" including File, Home, Insert, Page Layout, References, Mailings, Review, View, Developer Tabs Formula, Data, Design, Transitions, Animations, Slide Show, Adobe Presenter Tabs, External Data, Database Tools, and Add-Ins tabs.

Program

Features

& Benefits

- Program includes a "clinical externship" at a local healthcare provider
- National certification exam information and review material
- A personal "instructor mentor" to guide you through your course
- Program includes: textbooks, labs, activities, videos, and other material