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.

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**

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