



CLINICAL MEDICAL ASSISTANT ASSOCIATE WITH COMPUTERS
(CIP Code: 510801)

Program Description: This is an accelerated Medical Assistant course package which is completed in an approximate four (4) month or sixteen (16) week period. The course has been made comprehensive and accelerated to include only the precise medical assistant job skills required for employment and field work. The addition of enhanced skills in computers in this course package will provide the student with an edge in the job market in this competitive field. This is an accelerated comprehensive course in the field of Physician and Allied Healthcare Aides with a focus on both the Clinical and Administrative Components of the traditional program. Our course includes a Medical Office Administrative Component with skill level enhancements for working in the medical office environment such as training in Microsoft Office (word, excel, access, PowerPoint), keyboarding, front office reception skills, computerized medical billing and coding simulations, pre- and post-payment adjustments, and insurance claim form preparations. This is then followed by enhancement of Clinical Skills and Procedures, Routine Patient Screening and Preparation Protocols, Medical Terminology, Basic Anatomy/Physiology, Nutrition, Infection Control, Universal Precautions and Stat Testing Protocols. Students are individually prepared for National Certification as part of the course and the course includes a 60 hour internship program on completion accomplished within one of several major medical center associations.

PROGRAM COURSE OUTLINE

Module	Course (Lesson)	Hours (Lecture)	Hours (Lab)
CMA001	Fundamentals of Medical Assisting	30	40
	Patient Care, Vital Signs, Documentation,		44
	Office Skills (MOA I & II)(EHR) with Introduction To Computers (MSOffice)	40	86
CMA003	Anatomy & Physiology	50	
CMA004	Medical Terminology	30	
CMA005	Medical Law and Ethics	10	
CMA006	Asepsis and Infection Control	6	
CMA007	CPR and First Aid	18	
CMA008	Ambulatory	5	
CPHT001	Introduction and Fundamentals of Pharmacology	6	
CET001	Introduction to EKG	5	
CET002	Applied EKG	20	
CET003	Clinical EKG		30
CPT001	Introduction to Phlebotomy	5	
CPT002	Hematology	5	
CPT003	Applied Venipuncture	10	
CPT007	Clinical Phlebotomy		30
CMLA001	The Medical Laboratory	2	
CMLA002	Laboratory Quality Assurance/Control	2	
CMLA003	Safety in the Medical Laboratory/Lab Hazards	2	
CMLA004	The Microscope		2
CMLA005	Laboratory Measurements		3
CMLA008	Chemistry Department		3
CPT002	Hematology		2
CMLA010	Urinalysis		3
CMLA012	Clinical Microbiology	3	
NHA001	HIPAA Compliance	3	
NHA002	Externship	60	
NHA003	Certification Exam Review and Certification Exam	2	
NHA004	Career Development	3	

TOTALS

317

243