



Certified Clinical Medical Assistant (CCMA) (CIP Code: 510801)

Description: This is a eight (8) month 900 hour Specialist Program. This program is designed to teach students the skills necessary for employment in the modern medical facility. A qualified medical assistant is capable of performing a wide range of duties, with a variety of technical detail; thus helping the physician in many clinical situations. The course includes both Clinical, Administrative and Lab Components with an Externship. In this specialist course the student is given the same instruction as in the associate program but with a more broad and variety in the clinical and administrative components. This is a 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 180 hour internship program on completion accomplished within one of several major medical center associations. Upon successful completion of this course, students will receive a certificate of completion and will be eligible for National Certification through the National Healthcareer Association (NHA).

PROGRAM OUTLINE:

Module	Lesson	Hours (Lecture)	Hours (Lab)
CMA001	Fundamentals of Medical Assisting	20	40
	Patient Care, Vital Signs, Documentation, Office Skills (MOA I & II)(EHR)	50	50
CMA002	Psychological Aspect of Patient Care	20	
CMA003	Anatomy & Physiology	140	
CMA004	Medical Terminology	60	
CMA005	Medical Law and Ethics	30	
CMA006	Asepsis and Infection Control	5	
CMA007	CPR and First Aid	18	
CMA008	Ambulatory	4	
CPHT001	Introduction and Fundamentals of Pharmacology	30	
CET001	Introduction to EKG	10	
CET002	Applied EKG	30	
CET003	Clinical EKG		50
CPT001	Introduction to Phlebotomy	10	
CPT002	Hematology	3	
CPT003	Applied Venipuncture	30	
CPT007	Clinical Phlebotomy		50
CMLA001	The Medical Laboratory	3	
CMLA002	Laboratory Quality Assurance/Control	2	
CMLA003	Safety in the Medical Laboratory/Lab Hazards	2	



ACADEMY OF ALLIED HEALTH SCIENCES

CMLA004	The Microscope		2
CMLA005	Laboratory Measurements		3
CMLA008	Chemistry Department		3
CPT002	Hematology		2
CMLA010	Urinalysis		3
CMLA012	Clinical Microbiology	4	
NHA001	HIPAA Compliance	3	
NHA002	Externship	180	
NHA003	Certification Exam Review and Certification Exam	40	
NHA004	Career Development	3	

TOTALS

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203

This course is competency based, therefore the hours can be adjusted to suit your needs. The recommended minimum for this program is 900 hours.

