

# Certified Clinical Medical Assistant (CCMA) Program

**518 hours**

## **Program Timeline**

- Clinical education: **72** hours (choose one option)
  - Option 1: Two weeknight clinical sessions (2 hours, in-person)
  - Option 2: One weeknight clinical session (4 hours, in-person)
  - Option 3 (accelerated): One weekday clinical session (7.5 hours, in-person)
- Self-paced learning: **286** hours
- Externship: **160** hours

## **Program Description**

Clinical medical assistants are tasked with working directly with patients and supporting the work of doctors and other health care professionals. According to NHA, certified clinical medical assistants serve in a variety of functions that combine office operations and patient procedures. This course will help you gain the skills necessary to function as a member of the healthcare team in a doctor's office setting.

In this course, you will medical terminology, medical law and ethics, HIPAA rules, scheduling systems, patient check-in and check-out, contents of a medical record, anatomy, pathophysiology, pharmacology, nutrition, phlebotomy theory, injections, and routine treatment and laboratory duties.

You will be also able to take the Certified Clinical Medical Assistant (CCMA) national certification exam offered by National Healthcare Association (NHA). This course includes a voucher which covers the fee of the exam. Upon completion of the course, you will also have the opportunity to gain access to our Externship Starter Kit.

## **Pre-Enrollment Process**

This course requires completion of several pre-enrollment tasks.

1. Meet with [Chunta Rivers](#) to review course requirements and externship guidelines.
2. Register for the course. There is a \$200 non-refundable fee that must be paid by credit card to cover pre-enrollment screenings.
3. Perform all pre-enrollment screenings, including a criminal background check, drug screening (basic urine panel), and vaccine verification.
4. Finalize enrollment and pay balance.
  - a. If paying via payment plan, first payment must be made prior to course start date.
  - b. If paying via invoice or credit card, balance must be paid in full by course start date.

## **Externship Requirements**

This program requires students to participate in an unpaid 160-hour externship in a medical practice. You will be matched with an office based on fit and flexibility. You must meet the following requirements:

- Be 18 or older with a high school or GED® diploma
- Basic Life Support for Health Care Providers (BLS) certification
- Proof of vaccination:
  - Measles (Rubeola), Mumps & Rubella (MMR)
  - Varicella (Chicken Pox)
  - Hepatitis B
  - Tuberculosis (TB)
  - Influenza (Flu)
- Health insurance
- Criminal background check
- Drug screening (basic urine panel)

## Program Outline

MODULE	TOPICS COVERED
Module 1	<ul style="list-style-type: none"> <li>• Clinical communication</li> <li>• Concepts, suffixes, and prefixes of medical terminology</li> <li>• Organization of the human body</li> <li>• Chemistry, matter, and life</li> <li>• Cells and their function</li> <li>• Tissues, glands, and membranes</li> <li>• Infection control</li> <li>• Disease and disease-producing organisms</li> <li>• Body structure</li> <li>• Vital signs and body measurement</li> </ul>
Module 2	<ul style="list-style-type: none"> <li>• Metabolism, nutrition, and body temperature</li> <li>• Body systems: endocrine</li> <li>• Endocrine system: glands and hormones</li> <li>• Minor surgical task</li> <li>• Body systems: urinary</li> <li>• Urinary system</li> <li>• Body fluids</li> <li>• Urine collection and analysis</li> <li>• Body systems: digestive</li> <li>• Digestive system</li> <li>• Lab tests</li> </ul>
Module 3	<ul style="list-style-type: none"> <li>• Body systems: integumentary</li> <li>• Integumentary systems</li> <li>• Body systems: blood and immunity</li> <li>• Blood vessels and blood circulation</li> <li>• Blood</li> <li>• Phlebotomy and related testing</li> <li>• Immunity</li> <li>• Heredity and hereditary diseases</li> </ul>
Module 4	<ul style="list-style-type: none"> <li>• Body systems: integumentary</li> <li>• Integumentary systems</li> <li>• Body systems: blood and immunity</li> <li>• Blood vessels and blood circulation</li> <li>• Blood</li> <li>• Phlebotomy and related testing</li> <li>• Immunity</li> <li>• Heredity and hereditary diseases</li> </ul>

MODULE	TOPICS COVERED
Module 5	<ul style="list-style-type: none"> <li>• Body systems: integumentary</li> <li>• Integumentary systems</li> <li>• Body systems: blood and immunity</li> <li>• Blood vessels and blood circulation</li> <li>• Blood</li> <li>• Phlebotomy and related testing</li> <li>• Immunity</li> <li>• Heredity and hereditary diseases</li> </ul>
Module 6	<ul style="list-style-type: none"> <li>• Body systems: nervous and mental health</li> <li>• Nervous system: the spinal cord and spinal nerves</li> <li>• Nervous system: the brain and cranial nerves</li> <li>• Special senses: ears and eyes</li> <li>• Sensory system</li> <li>• Eye and ear procedures</li> <li>• Body system: respiratory</li> <li>• Pediatric procedures</li> </ul>