

Online Certified Clinical Medical Assistant Course

540 Hours / 12 Months

Course Description

Clinical medical assistants are skilled multi-taskers who help to maximize the productivity of the healthcare team. Medical assistants enable a healthcare facility to operate more efficiently, which increases revenue and provides a positive experience for patients.

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 also learn medical terms and their application. You'll start by learning the origins of medical words and how to recognize prefixes and suffixes used in medical terminology. Then you'll learn about the body as a whole and how to differentiate cells, tissues, organs, systems, and cavities. Next, you'll learn to define and describe the function of each system of the human body. This knowledge will help you take the next step in your medical career or education.

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.

Prerequisites

There are no prerequisites to enroll in this course, however a high school diploma or GED is required in order to take the CCMA exam.

What You Will Learn

- You will learn the necessary skills to function as a vital member of the healthcare team in an ambulatory setting.
- The course will emphasize ethical behavior, therapeutic communication, protecting the privacy of patient information, the importance of a first impression, maintaining a safe office environment, medical terminology, and clinical procedures.

Hardware Requirements

- This course can be taken on either a PC or Mac.

Software Requirements

- PC: Windows 8 or newer.
- Mac: OS X Snow Leopard 10.6 or later.
- Browser: The latest version of Google Chrome or Mozilla Firefox are preferred. Microsoft Edge and Safari are also compatible.
- Adobe Acrobat Reader. [Click here](#) to download.
- Software must be installed and fully operational before the course begins.

Other

- Email capabilities and access to a personal email account.

Course Outline

MODULE	TOPICS COVERED
1: Medical Terminology	<ul style="list-style-type: none"> • Introduction to Medical Terminology • The Musculoskeletal System • The Cardiovascular System • The Lymphatic and Immune Systems • The Respiratory System • The Digestive System • The Urinary System • The Nervous System • The Special Senses The Eyes and Ears • The Integumentary System • The Endocrine System • The Reproductive System • Diagnostic Procedures, Nuclear Medicine, Pharmacology
2: Certified Clinical Medical Assistant	<ul style="list-style-type: none"> • Becoming a Medical Assistant • Managing Stress and Improving Communication • Law, Ethics and Healthcare • Improving your Medical Office • Computers in the Ambulatory Care Setting • Telecommunications and Patient Scheduling • Enhancing the Patient Experience • Managing Medical Records • Written Communication • Working with Medical Documents • Medical Billing and Overview Coding: An Overview • Daily Financial Practices • The Administrative Medical Assistant as Office Manager • Major Body Systems • Pathophysiology • Pharmacology • Nutrition and Special Diets • The Chief Complaint and Patient History • Recording Vital Signs • The Physical Examination • Specialty Exams and Procedures • Medical Asepsis and Infection Control • Surgical Asepsis and Sterilization Techniques • Surgical Instruments • Assisting with Minor Office Surgeries • Introduction to the Medical Laboratory • Basic Microbiology • Introduction to Phlebotomy • Basic Hematology • Electrocardiogram • Administering Noninjectable Medications • Basic Guidelines for Administration Of Injections • Diagnostic Imaging • Rehabilitation and Treatment Modalities • First Aid Techniques • Emergencies in the Medical Office