



# Clinical Medical Assistant (CCMA)

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**320 hours/6 months/Instructor-Facilitated/Certificate Program**

**Course Code: AHP-CMA15**

**TP#: MA15 Course Cost: \$ 3,295.00**



Texas A&M University~Kingsville  
In partnership with 360training.com  
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## OVERVIEW

This training program prepares Medical Assistant students to perform patient clinical skills in various medical office settings. A Clinical Medical Assistant performs clinical procedures including administering medications, assisting with minor surgery, performing an electrocardiogram, obtaining laboratory specimens for testing, educating patients, and maintaining clinical equipment in an ambulatory care setting. Medical assistants perform routine clinical tasks to keep the offices of physicians, podiatrists, chiropractors, and optometrists running smoothly.

Clinical duties may include taking medical histories and recording vital signs, explaining treatment procedures to patients, preparing patients for examination, and assisting the physician during the examination. Medical assistants collect and prepare laboratory specimens or perform basic laboratory tests on the premises. They instruct patients about medication and special diets, prepare and administer medications as directed by a physician, authorize drug refills as directed, telephone prescriptions to a pharmacy, draw blood, prepare patients for x-rays, take electrocardiograms, and change dressings.

## OBJECTIVES

This 26-module program covers Clinical Medical Assisting basics to provide students with the knowledge and skills related to the medical office duties of the medical assistant. Our medical assistant program provides the necessary medical assistant training for entry-level positions as a medical assistant in a clinic, physician's office or urgent care facility.

This program includes a voucher for the Certified Clinical Medical Assistant Exam through National Healthcareer Association, an online study guide and practice exams.

The program also includes an optional unpaid clinical externship at a local healthcare provider. Additional fees may apply for a background check, drug test and other externship site testing requirements. Students are responsible for any additional fees due at the time of placement in the optional externship.

Please note that the below states have additional state requirements that this program certificate alone will not satisfy: WA, AZ, NJ, SD

### Learning Objectives:

- Describe medical assisting as a profession and the Medical Assistant's role as a part of the health care team in a clinic.
- Interpret the legal and ethical guidelines to deliver quality care to the patient.
- Evaluate patients' vital signs and prepare for providing appropriate care.
- Apply principles of effective communication and customize care to suit various populations.
- Apply principles of patient confidentiality and HIPAA rules governing quality care.
- Perform a variety of clinical procedures.
- Apply guidelines governing appropriate management of the clinic.

## STUDENT SERVICES

STUDENT SUPPORT SERVICES	INSTRUCTOR SERVICES	CAREER SERVICES
Study Groups	Answer Questions	Time Management Assistance
Student Success Calls	Mentoring	Labor Market Information
Study Schedules	24-hour Reply Time	National Certification Information
Technical Support	Industry Information	Externships
Extensions	Exam Reviews and Feedback	Check-in Emails
Leave of Absence	Write Recommendations	Student Feedback Surveys
Transcript Requests	On the Spot Test Results	
Completion Certificates	Progress Emails/Phone Calls	
Student Feedback Surveys	Student Feedback Surveys	

## PROGRAM OUTLINE:

### Clinical Medical Assistant

#### Module 1: Introduction to Medical Assisting

- **Overview of the Medical Assisting Profession**
- **Educational Preparation for a Professional Medical Assistant**
- **Qualities of a Medical Assistant**
- **Professional Organizations and Accreditation**

#### Module 2: Patient History and Documentation

- **Recording Patient Medical History**
- **Patient Intake Interview**
- **Methods of Charting and Documentation**
- **Electronic Medical Records**

#### Module 3: Patient Vital Signs

- **Temperature**
- **Respiration and Pulse**
- **Blood Pressure**
- **Height and Weight**

#### Module 4: Physical Examination

- **Procedure of Physical Examination**
- **Sequence of Physical Examination**

#### Module 5: Phlebotomy

- **Venipuncture Equipment**
- **Medical Assistant's Role in Phlebotomy**
- **Venipuncture Technique**
- **Capillary Puncture**
- **Specimen Handling**

#### Module 6: Electrocardiography

- **The Cardiac Cycle and EKG Cycle**
- **Types of Electrocardiographs**
- **EKG Equipment**
- **Sensor Placement**
- **Cardiac Arrhythmias**
- **Other Cardiac Diagnostic Tests**

#### Module 7: CLIA '88 and Maintaining a Safe Environment

- **Overview of CLIA '88**
- **OSHA Regulations**

#### Module 8: Examination and Procedures—Integumentary and Neurologic Systems

- **Integumentary System**
- **Neurologic System**

#### Module 9: Examination and Procedures—Sensory System

- **The Eye**
- **The Ear**
- **The Nose**

#### Module 10: Examination and Procedures—Respiratory and Circulatory Systems

- **Respiratory System**
- **Circulatory System**

#### Module 11: Examination and Procedures—Digestive System

- **Signs and Symptoms of Digestive Conditions and Diseases**
- **Diagnostic Procedures**

#### Module 12: Examination and Procedures—Urinary System

- **Signs and Symptoms of Urinary Conditions and Diseases**
- **Diagnostic Procedures**
- **Urinary Catheterization**

#### Module 13: Communication

- **HIPAA Guidelines for Telephone Communications**
- **Professional Communication Etiquette**
- **Guidelines for Written Communication**

#### Module 14: Medication Dosage and Administration

- **Legal and Ethical Issues**
- **Drug Dosage**
- **Administration of Oral Medication**
- **Administration of Parenteral Medication**

#### Module 15: Control of Infections

- **Growth of Microorganisms**
- **Infection Cycle**
- **Stages of Infectious Diseases**
- **HIV, Hepatitis B, Hepatitis C**
- **Precautions**
- **Infection Control**
- **OSHA Regulations**

#### Module 16: Legal Considerations in Healthcare

- **Sources of Law**
- **Administrative Law**
- **Contract and Tort Laws**

#### Module 17: Ethical Considerations in Healthcare

- **Ethical Guidelines for Medical Professionals**
- **Bioethics**

#### Module 18: Assisting with Office/Ambulatory Surgery

- **Surgical Asepsis and Sterilization**
- **Common Surgical Procedures**
- **Suture Materials**
- **Supplies and Equipment**
- **Patient Care and Preparation**
- **Surgery Setup and Procedure**

## Module 19: Maintaining a Safe Environment

- **Clinic Design**
- **HIPAA in the Medical Facility**
- **Emergency Procedures**
- **Clinic Opening and Closing Procedures**

## Module 20: Laboratory Practices

- **Laboratory Requisitions**
- **Quality-Control Practices**
- **Safe Specimen-Handling Procedures**
- **Billing**

## Module 21: Urinalysis

- **Urine Collection**
- **Quality Control**
- **Urine Examination**
- **Drug Screening**

## Module 22: Specialty Laboratory Tests

- **Pregnancy Tests**
- **Semen Analysis**
- **Phenylketonuria Test**

## Module 23: Office Administration

- **Patient Scheduling**
- **Interpersonal Skills**
- **Inpatient and Outpatient Scheduling Procedures**

## Module 24: Medical Records

- **Maintaining Medical Records**
- **Types of Medical Records**
- **Electronic Medical Records**
- **Patient Confidentiality**

## Module 25: Medical Coding

- **Overview of Coding Systems**
- **Diagnostic Coding**
- **Coding of Medical Procedures**

## Module 26: Human Resource Management

- **Medical Assistant as the Clinic Manager**
- **Personnel Management**
- **Managing Physicians' Schedules**
- **Inventory Management**

## Externship Details

**180 Hour Externship**

**Students must achieve an 85% grade or better on all course quizzes, module exams, final exams and complete a minimum of 50 course hours throughout the e-learning program. Additionally, to be eligible for the clinical externship process students must pass a background check and a drug screen to be placed in a healthcare facility.**

**Students who participate in a clinical must be able to submit the following if required by their site (which is collected by TAMUK's externship coordinator):**

- **Background check (Federal and/or state)**
- **Drug Screen**
- **Immunization record (or be able to obtain any immunizations required)**
- **2 step TB test**
- **Flu Shot**
- **CPR certification**

## NATIONAL CERTIFICATION DETAILS

**This program includes a voucher for the Certified Clinical Medical Assistant (CCMA) exam.**

**Requirements: Possess a high school diploma and have successfully completed a related training program such as Texas A&M University Kingsville's Clinical Medical Assistant program.**



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