

CLINICAL MEDICAL ASSISTANT

AT FLETCHER TECHNICAL COMMUNITY COLLEGE
985.448.7900 | 1407 HIGHWAY 311 • SCHRIEVER, LA 70395
FLETCHER.EDU



CLASS DATES June 17 - November 17, 2019

140 Hours Online • 3 day In-Classroom Labs and Checkoff • 160 Clinical Externship Hours

The Clinical Medical Assisting program is designed to prepare students to function as professionals in multiple healthcare settings. Medical assistants with a clinical background perform various clinical tasks including assisting with the administration of medications and with minor procedures, performing an EKG electrocardiogram, obtaining laboratory specimens for testing, educating patients, and other related tasks. Job opportunities are prevalent with physician's offices, clinics, chiropractor's offices, hospitals and outpatient facilities.

The Clinical Medical Assistant Program

The purpose of this program is to prepare students to assist physicians by performing functions related to the clinical aspects of a medical office. This course covers the following key areas and topics:

- Clinical responsibilities of the medical office – assisting the physician with patient related care
- Preparing patients for examination and treatment, routine procedures and diagnostic testing
- HIPAA, patient confidentiality, legal aspects of healthcare and regulatory patient care issues
- Recording and taking of vital signs, blood pressure, and other patient care items related to the physician office visit
- Review and administration of medications, allergies and other pharmacology related items
- Laboratory procedures, phlebotomy and the proper techniques required to collect specimens for laboratory analysis
- Cardiology and the proper placement of leads when taking a 12 lead EKG

Education & Certification

Clinical Medical Assistants should have or be pursuing a high school diploma or GED.

Students who complete this comprehensive course would be prepared to sit for the National Healthcareer Association (NHA) Certified Clinical Medical Assistant (CCMA) national certification examination.

In addition to facilitating entry-level clinical medical assisting related positions, this course is ideal for students interested in pursuing a future formal Certified Medical Assistant (CMA), Nursing (LPN) or a Nursing (RN) program.

Detailed Course Topics Covered

- Responsibilities of the clinical medical assistant and introduction to healthcare facilities
- Medical terminology, anatomy and physiology, circulation of the heart and blood vessels
- Care & safety of patients, medical & legal aspects of care, confidentiality and HIPAA
- Effective verbal and non-verbal communication, interpersonal skills and human behavior
- Aseptic techniques, infection prevention, universal precautions, proper use and disposal of biohazards and sharps
- Documenting patient medical histories, updating patient medical files, vital signs and documentation
- Applying sterile dressings, preparing patients for x-rays, performing various injections, administering oral medications, instructing patients on the proper usage of medications
- Phlebotomy, venipunctures and capillary sampling, collecting specimens and point of care testing
- Performing 12 lead EKGs and EKG strip analysis (P,Q,R,S,T wave form)

CLINICAL MEDICAL ASSISTANT PROGRAM

(estimated costs)

(National Certification): This program meets the necessary requirements to take the National Healthcareer Association (NHA) Certified Clinical Medical Assistant (CCMA) national examination)

Program Requirements **\$ 200.00**

High School Diploma or equivalent (Min GPA 2.0)

High School Transcript

Proof of US Citizenship

Background Check
(including sexual offender registry) **\$50**

Drug Screen **\$50**

Fingerprints **\$25**

First Aid/CPR for Medical Professionals
(hybrid via Fletcher) **\$75**

Proof of current CPR accepted

Tuition & Exam Costs **\$2,854.00**

CMA (minimum 140 hours online and 160-hour
externship) **\$2699.00**

National Exam **\$155.00**

Cost of Supplies (Estimate) **\$ 120.00**

Scrubs (2 sets @ **\$40/each**)

Closed toe shoes (1 pair @ **\$40**)

Immunizations *(Maximum estimated cost)* **\$ 500.00**

Hep B Series, Flu Shot, MMR, Chicken Pox, Tdap, PPD

Signed physician form

**Immunization costs will vary; visit your local Office
of Public Health for immunization requirements
because some shots may be free*

Externship Requirements

**Completion of course at 80% pass rate*

3 Letters of Recommendation (relative, teachers,
prior supervisors, etc.)

Successful Interview

Flexible availability for externship

Validated demonstrated competencies & skills

Proof of updated immunization shots record

Signed waiver of policies

Physician form signed approving them for the physical
requirements of the externship

Maximum Total Estimated Costs **\$3,674.00**

*Financial assistance through your local regional Louisiana Workforce Commission office or
Motivation Education & Training, Inc. (MET, Inc.) or a payment plan option through
FACTS Management be available for those who qualify.*

Contact Workforce Solutions:

985-448-7938 | workforcesolutions@fletcher.edu

**Click here
to register!**