

Certified Clinical Medical Assistant (CCMA)

If you like patient care and love working with people, this is the job for you!

Medical Assistants work in a variety of medical facilities including a doctor's office, urgent care facilities, and hospitals. They work with scheduling, prepare patient paper work, and work directly with patients in taking vital signs, immunization information, and medication information. A medical assistant might also draw blood, perform an EKG exam, administer medication or coordinate referrals to other health care professionals. Record keeping, handling insurance forms, and working with the front office staff and physicians makes this an active, ever changing career.

Trainings include the following components and three externships to gain practical experience.

By taking classes 3 nights/week students will need about 12 months to complete the program.

Successful candidates will earn Certification through National Healthcare Association.

Class topics include:

- Introduction to Health Science Professions, Health Care, & Health Care Systems
- Medical Terminology
- Math for Health Career Professions
- Certified Medical Administrative Assistant
- Basic Anatomy & Physiology
- Phlebotomy Theory
- Basic Patient Intake
- Pharmacology
- Medicine Administration
- Introduction to Laboratory Techniques
- Basic EKG