

Clinical Medical Assistant Training Program

Penta Career Center In Partnership with Boston Reed College

Program Summary: As a Clinical Medical Assistant the student will be trained to help the physician carry out procedures, care for patients, perform basic lab tests and administer medications. The Clinical Medical Assistant works in a physician's office or a clinic setting. This course combines classroom instruction of 134 hours and off-site externship of 160 hours to provide students with a comprehensive learning experience. (Total – 294 Hours)

Course Fee: \$2595 includes books, consumable supplies, externship, and course completion certificate.

Financial Assistance: Students with a need for financial assistance may contact SLM Financial for a loan, the application process is easy! Call your college for more information.

Starting Pay: U.S. Department of Labor national average: \$10 – \$16 per hour.

Certification: Certificate of Completion will be awarded after successful completion of the course and externship. Graduates are also qualified for optional certification offered by the National Center for Competency Testing (NCCT).

Schedule: Classes are conveniently held on evenings, afternoons and/or weekends. Externships coordinated by Boston Reed College.

Student Pre-requisites: Minimum 18 years of age and high school completion or its equivalent. Students need competency in, or completion of a basic computer operations course. Students will be required to have access to the Internet, printing capabilities and an email address. Prior to placement in an externship, students will need to show proof of completion of CPR for the Healthcare Provider course, a health examination including TB testing and submission of a resume.



CLASS BEGINS:

NOVEMBER 2010

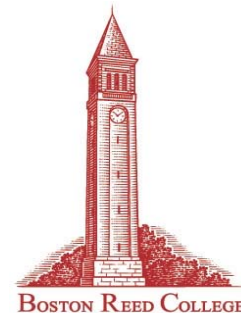
HOW TO REGISTER:

ONLINE: Visit our website at
<http://www.adultedreg.com>

WALK-IN: 9301 Buck Road
Perrysburg, OH 43551

FAX: 419-661-6504

CALL: 419-661-6555



Clinical Medical Assistant Official Course Outline

Goals and Purpose: Upon successful completion of course, the student will receive a certificate of completion from Boston Reed College as having completed the training requirements of the Clinical Medical Assistant. Graduates will be qualified to take the optional certification examination for Medical Assisting offered by the National Center for Competency Testing (NCCT.) This program was designed to provide, thorough didactic and practical instruction, a basic systems overview of the role of the medical assistant in a practical setting. Didactic lectures cover the theory, anatomy and terminology pertaining to each system. Practical instruction provides hands-on training in the listed procedures verified through a skills check-off system.

Outcomes and Objectives:

After successful completion of this course the student will be able to:

1. Identify parts of the human body.
2. Describe the basic function of each body system.
3. Utilize medical terminology in written and spoken communications.
4. Define medical terminology found in medical records.
5. Define medical conditions, diseases, and disorders commonly treated.
6. Perform the procedures for rooming a patient.
7. Obtain the vital signs of a patient.
8. Perform basic wound care.
9. Demonstrate proper positioning and draping for patient procedures.
10. Demonstrate first aid for disorders of the musculoskeletal system.
11. Demonstrate the collection of specimens.
12. Locate information regarding medications.
13. Demonstrate the administration of oral and injectable medications.
14. Instruct patient in preventative health practices.
15. Assist physician with examinations.
16. Demonstrate minor specimen testing and recording of results.
17. EKG/ECG skills training instruction.
18. Demonstrate skill in goal-setting, organization, note-taking, and test-taking.
19. Complete prerequisites including physical exam, TB test, CPR, computer proficiency.
20. Use communication strategies associated with quality customer service.
21. Draft a resume that clearly communicates one's value to an employer.
22. Contrast effective communication approaches.
23. Use listening, mirroring and parameter-setting in difficult conversations.

Instructional Units/Hours of Instruction:

Topic	Hours
1. Introduction to Clinical Medical Assistant	4
2. Health Care Setting and Healthcare Team	3
3. Therapeutic Communication Skills	3
4. Medical Insurance	3
5. Office Emergencies and First Aid	3
6. Infection Control	3
7. Medical Asepsis and Sterilization	3
8. Taking a Medical History	2

9. The Patient's Chart and Methods of Documentation	2
10. Vital Signs	2
11. The Physical Exam	2
12. Examinations and Procedures of Body Systems	9
13. Assisting with Minor Surgery	4.5
14. Rehabilitation and Therapeutic Modalities	4.5
15. Electrocardiography	9
16. Laboratory Safety and Regulatory Guidelines	3
17. Urinalysis	3
18. Basic Microbiology	3
19. Employment Strategies	9
20. Nutrition in Health and Disease	4.5
21. Pharmacology	4.5
22. Calculating Dosages	4
23. Venipuncture and Capillary Puncture	4
24. Difficult People	1
25. Legal and Ethical Considerations	6
26. HIPAA Regulations	3
27. Reproductive Systems	9
28. Pediatrics	4.5
29. Gerontology	4.5
30. Medical Terminology	12
31. Study Skills (<i>10 hours Distance Learning</i>)	11
32. Communication Skills (<i>10 hours Distance Learning</i>)	11
33. Professionalism and the Workplace (<i>10 hours Distance Learning</i>)	10

*Total Hours – 164
(134 in-classroom hours)*

Instructional Strategies:

- Lecture
- Laboratory Techniques
- Demonstration
- 1 on 1 Instruction
- Individualized Study
- Small Group Discussions
- Large Group Discussions
- Independent Research

Methods of Evaluation:

- Pre and Post Tests
- Class Discussion
- Quizzes and Exams
- Oral Exam
- Performance Levels Reports
- Observation
- Assignments
- Self Evaluation
- Completion of Project with Critique