

Clinical Medical Assistant Training Program



This noncredit program prepares medical assistant students to perform patient clinical skills in the medical office setting. Students perform 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. **Classes available FALL 2018 at Walker Career Center, Indianapolis.** *This program is offered in cooperation with the Metropolitan School District of Warren Township.*

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.

Employment & Education

Upon successful completion of the Clinical Medical Assistant program you will have the skills necessary to gain employment in a number of capacities. Job opportunities will be prevalent in physicians' offices, clinics, chiropractors' offices and outpatient facilities. The occupational outlook handbook states that employment of medical assistants is expected to grow 29 percent from 2012 to 2022 much faster than the average.

Educational requirements

People who are interested in becoming a Clinical Medical Assistant must possess a high school diploma or GED/HSE.

Course curriculum

This program will provide the necessary training and skills required to take the National Healthcareer Association (NHA) Certified Clinical Medical Assistant (CCMA) national examination. This 220 hour program includes 140 classroom hours (lecture and labs) and an optional 80 hour clinical externship. Students must successfully complete the 140 hour classroom requirement to be eligible to participate in the 80 hour clinical externship rotation. Additional externship hours available upon request. **Although the externship is optional, students are highly encouraged to participate in the workplace experience for best employment opportunities.** This comprehensive Clinical Medical Assistant program provides training in the following areas:

- function of the clinical medical assistant in an office
- introduction to health care facilities
- medical terminology
- anatomy of each of the body parts
- care & safety of patients
- medical & legal aspects and work ethics
- effective verbal and non-verbal communication
- interpersonal skills and human behavior
- phone in prescriptions to various pharmacies
- confidentiality and HIPAA
- take patient medical histories
- update patient medical files
- instruct patients on proper usage of medications
- vital signs and documentation
- phlebotomy including venipunctures
- collecting non-blood specimens
- performing 12 lead EKGs, EKG strip analysis
- prepare and assist with medical examinations
- take blood pressure and body temperatures
- apply sterile dressings
- prepare patients for x-rays
- perform various injections
- perform peripheral IVs
- administer oral medications
- aseptic technique and infection prevention
- assist with minor surgeries
- proper use and disposal of biohazards and sharps

When: Mondays, Tuesdays, Thursdays, 5:30 – 9:00 PM

September 4 – December 20, 2018. (No class Sept 3, Oct 8, 9, 11, 15, 16, 18, Nov 22.) Clinical dates and times: TBA

Fee: \$2,659 includes textbooks and national certification test fee. Full payment required before first day of class. Does not include Hepatitis B vaccine, TB test, scrubs or background check.

Financial aid: Typical student financial assistance through Pell Grants and other financial aid programs do not apply to this noncredit program. Tuition assistance may be available through your local Indiana Workforce Development office. For central Indiana office locations go to www.in.gov/dwd/WorkOne.

Admission and Completion requirements:

Students must possess a high school diploma or GED/HSE to enroll. No formal admission to VU is required. Upon successful completion of the program students will receive a VU Certificate of Completion. To receive the certificate students must have a good attendance record, and successfully complete pass quizzes and exams. Although this is a noncredit program, grades will be assigned.

Plan to attend our student orientation to learn complete details on this program July 31, 5:30PM at Walker Career Center, 9651 E. 21st St., Indianapolis. (Adjacent to Warren Central High School.)
Contact Jim McFaul at Continuing Education, 800-809-8852, or e-mail at jmcfaul@vinu.edu for additional details.