

Clinical Medical Assistant



**BALL STATE
UNIVERSITY**



CLINICAL MEDICAL ASSISTANT TRAINING PROGRAM



100 HOURS (10 Weeks)



**VIRTUAL INSTRUCTOR-LED
CLASSROOM FORMAT OPTIONS**



**ALL EBOOKS & MATERIALS
INCLUDED**



VIRTUAL HANDS-ON LABS



CERTIFICATE OF COMPLETION
(PROVIDED BY THE INSTITUTION OF RECORD)



OFFICIAL NON-CREDIT TRANSCRIPT
(PROVIDED BY THE INSTITUTION OF RECORD)



**NATIONAL/INDUSTRY
CERTIFICATION OPPORTUNITY**



**LEARNER SUPPORT & ADVISING
AVAILABLE**

The Medical Assistant Profession

Medical assistants are essential to delivering high-quality patient care. Medical assistants work in the doctors and physicians, offices, hospitals, urgent care facilities and other medical practices. Medical assistants with a clinical background perform various 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. Each state determines what a medical assistant is allowed to do, so tasks may vary from one state to another. In all states, however, a medical assistant must work under the supervision of licensed physician.

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 program covers the following key areas and topics:

- ✓ 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 analysis
- ✓ Cardiology and the proper placement of leads when taking a 12 lead EKG



CLINICAL MEDICAL ASSISTANT TRAINING PROGRAM



VIRTUAL CLASSROOM TRAINING PROGRAM

- ✓ Explain patient-centered care in various types of medical offices and facilities
- ✓ Discuss how to assist in a medical emergency
- ✓ Explain the concepts of medical and surgical asepsis
- ✓ Demonstrate effective handwashing technique for the medical environment
- ✓ Demonstrate use of personal protective equipment in the medical environment
- ✓ Explain how to perform a surgical hand scrub and how to apply and remove sterile gloves
- ✓ Explain how to open a sterile pack
- ✓ Explain the concepts of infection control, patient safety, OSHA blood borne pathogen standards, and body mechanics
- ✓ Explain basic principles of pharmacology including how to administer various types of medication
- ✓ Discuss how to help the physician in minor surgery including the identification of surgical supplies and equipment and maintaining a sterile field
- ✓ Discuss how a medical assistant can assist the physician in the following medical specialties: ophthalmology and otolaryngology, dermatology, gastroenterology, urology and male reproduction, obstetrics and gynecology, pediatrics, orthopedic medicine, neurology and mental health, endocrinology, pulmonary medicine, cardiology, and geriatrics
- ✓ Discuss how a medical assistant should provide instruction in diagnostic procedures such as with diagnostic imaging, analysis of urine, phlebotomy, analysis of blood, and microbiology
- ✓ Administration of an Intramuscular Injection
- ✓ Obtain an Oral Temperature with Electronic Thermometer
- ✓ Describe how to prepare the office for a patient encounter
- ✓ Explain various procedures for proper patient care and hygiene including bathing, comfort, fluid monitoring, wound care, heat and cold therapy, nutrition, dressing, skin care and other assistance
- ✓ Apply the basic electrophysiologic principles of cardiac conduction to the anatomy and physiology of the body
- ✓ Identify proper placement of leads to ensure an accurate and consistent EKG reading
- ✓ Evaluate various EKG rhythm strips following established normal criteria for each of the wave forms and intervals
- ✓ Analyze a variety of EKG rhythm strips, identifying rate, rhythm and intervals
- ✓ Analyze a variety of EKG rhythm strips for common dysrhythmias
- ✓ Perform a 12-lead EKG test
- ✓ Explain the steps in selected specimen collection procedures performed by the phlebotomy technician
- ✓ Explain the safety procedures in performing specimen collection procedures
- ✓ Identify specific supplies and equipment used in selected specimen collection procedures
- ✓ Explain precautions and guidelines when collecting specimens in special populations such as pediatrics and geriatrics
- ✓ Perform a venipuncture on a variety of patient types



VIRTUAL HANDS-ON LABS

- ✓ Complete a Medical History Form
- ✓ Demonstrate Withdrawing Medication from a Vial
- ✓ Preparation and Administration of Oral Medication
- ✓ Administration of a Subcutaneous Injection
- ✓ Obtain Aural Temperature with Tympanic Thermometer
- ✓ Perform a Radial or Apical Pulse Count
- ✓ Perform a Respiration Count
- ✓ Measure Blood Pressure
- ✓ Measure Distance Visual Acuity with a Snellen Chart
- ✓ Demonstrate a Triangular Sling

CLINICAL MEDICAL ASSISTANT

EDUCATION & CERTIFICATION



NATIONAL/INDUSTRY CERTIFICATION OPPORTUNITY

After completing this program, learners will have the opportunity challenge the leading national/industry-recognized certification exams essential to entry-level employment in this fast-growing field.



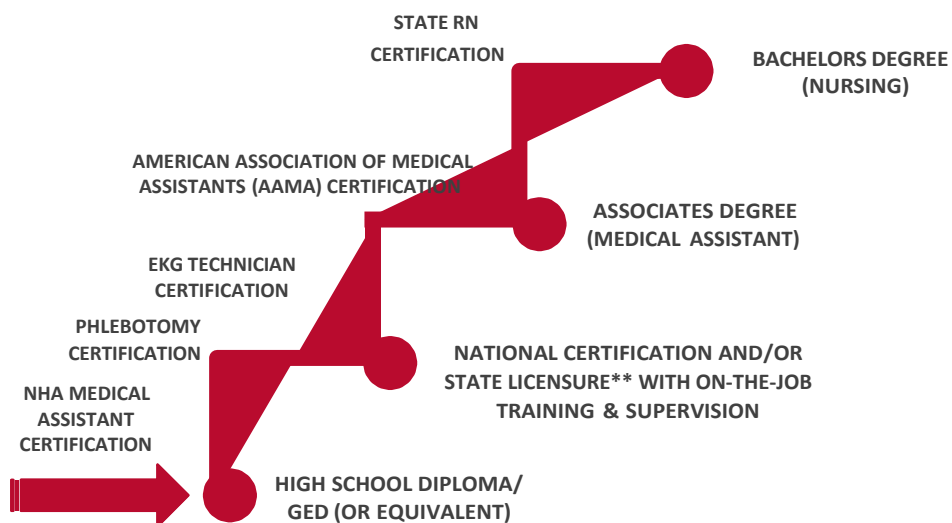
NATIONAL WORKFORCE CAREER ASSOCIATION (NWCA)
CLINICAL MEDICAL ASSISTANT CERTIFICATION (CMAC)

Where can you go from here?



ADVANCED EDUCATION OPPORTUNITIES

This comprehensive program is aimed at helping Learners achieve the first step in a new career. Once you have a foot in the door, though, the sky's the limit! There's a lot of room for growth in this field for dedicated learners interested in continued professional development.



DO YOU HAVE WHAT IT TAKES?

- ✓ 10 hours of classroom instruction per week*
- ✓ 3.5 hours per night, 2-3 times per week*
- ✓ Additional lab hours may be required to hone your skills
- ✓ 80% Attendance is required
- ✓ Additional career readiness and career advising/development required for job placement

POTENTIAL LIMITATIONS

- ✓ Criminal background check may be required
- ✓ Drug screen may be required by potential employers

*Individual schedules may vary depending on the site/location where class is scheduled; See companion schedule provided for additional scheduling information.

**Certification for advanced medical assisting may vary by state statute.

CLINICAL MEDICAL ASSISTANT

CAREER OUTLOOK



STARTING WAGE:

\$19.04

/HOUR*
FULL-TIME
OPPORTUNITIES
AVAILABLE

JOB GROWTH
EXPECTATIONS*

16%

from 2021 to 2031

TARGET JOB: MEDICAL ASSISTANT

JOB DESCRIPTION

Medical assistants are essential to delivering high-quality patient care in a field that continues to grow in order to meet expanding healthcare needs across the country.

Medical assistants work in the doctors and physicians, offices, hospitals, urgent care facilities and other medical practices. Generally, medical assistants are responsible for completing basic administrative and clinical tasks, such as taking patient histories and vital signs, preparing blood samples, and scheduling appointments.

While the exact scope of responsibilities may vary depending on the hospital, medical facility, or practice, medical assistants generally support practitioners and other members of the health care team helping patients, which can be rewarding, even though working with patients who are sick or scared may often be stressful.

TYPICAL CAREER PATH

MEDICAL PRACTICE MANAGER

Work in a supervisory / management role overseeing all practice administrative and clinical staff.

CLINICAL STAFF MANAGER

Oversee the clinical staff of a physician's office or multi-physician practice.

SPECIALTY MEDICAL ASSISTANT

Work on more involved and complex cases for specialty offices.

ENTRY-LEVEL MEDICAL ASSISTANT

Apply skills immediately as part of the health care team.

IS THIS THE RIGHT JOB FOR YOU?



- Many entry-level jobs for candidates with introductory skills
- Work is typically in a physician's office environment, hospital or medical facility where you'll encounter different things every day
- Contribute to overall patient health, providing clinical care and pain relief
- Opportunity to interact with patients
- Opportunity to work as a team
- Jobs are becoming more and more available as healthcare expands



- Regulated position that may require state licensure and application
- Requires working in a sterile environment and constant universal precaution procedures
- Requires individuals comfortable with blood and other bodily fluids as necessary for exam and treatment
- Working closely with patients and a great "customer/patient-care" attitude is essential
- May require continuing education

*Source: U.S. Bureau of Labor Statistics

** Note this is a national statistic; In specific states (i.e. Florida, Texas, California, Virginia, New York), growth trends are even higher.

CAREER SUPPORT

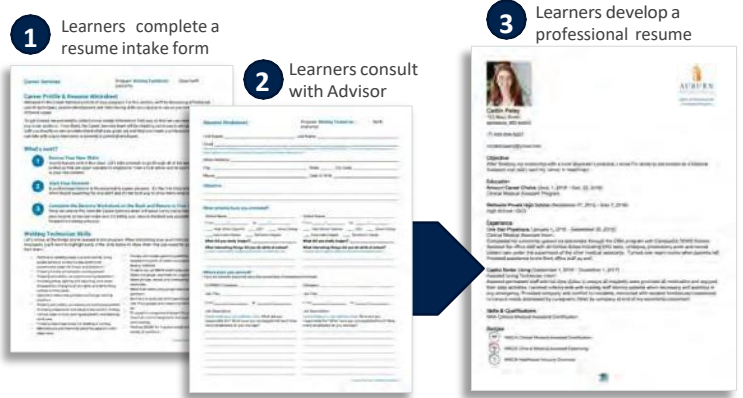
PROFESSIONAL DEVELOPMENT & TRANSITION

STRATEGIES FOR LEARNER SUCCESS

- ✓ Critical thinking and problem-solving strategies
- ✓ Workplace problems and solutions
- ✓ Self-assessment, and self-correcting to professional development goals and workplace learning
- ✓ Strategies and skills for learning
- ✓ Strategies and skills for planning and managing career development steps
- ✓ Strategies and skills for workplace projects

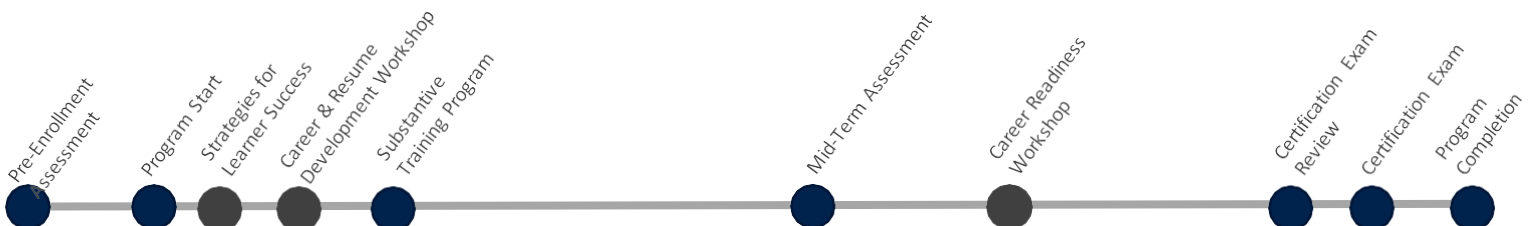
CAREER DISCOVERY, PLANNING, & RESUME DEVELOPMENT

- ✓ Develop a job search strategy with detailed tasks
 - Determine personal attributes that affect a job search
- ✓ Identify the characteristics of excellent employees
- ✓ Determine career paths that are right for you
- ✓ Create a skills and experience development plan
- ✓ Develop a network of people to help your career search
- ✓ Conduct research on a position in your field of interest
- ✓ Create an effective, professional resume to start the job search process



CAREER READINESS

- ✓ Develop a plan for next steps in the career journey and continued learning
- ✓ Identify the interpersonal skills of successful employees
- ✓ Describe the communication process and criteria for effective communication for various workplace situations
- ✓ Identify customer and stakeholder needs and apply appropriate customer service strategies
- ✓ Explain professional strategies for conflict manage in the workplace
- ✓ Define the qualities of effective team members
- ✓ Create a plan to improve your professionalism skills in the workplace
- ✓ Properly complete a job application
- ✓ Write a cover letter for a specific job position
- ✓ Prepare for an interview
- ✓ Demonstrate your ability to participate in an interview
- ✓ Analyze the elements of accepting a job offer
- ✓ Create a five-year plan to manage your career





COMMIT TO SUCCESS

LEARNER REQUIREMENTS

YOU HOLD THE KEYS TO SUCCESS IN THIS PROGRAM

- 1 MEET OR EXCEED THE MINIMUM EDUCATION REQUIREMENTS**
High School Diploma/GED or equivalent are required for learners to enroll
- 2 COMPLETE THE PRE-ENROLLMENT ASSESSMENT**
This assessment will test several areas that determine whether this program is right for you or whether you've already got some skills that may be better suited for another program
- 3 MANDATORY 80% ATTENDANCE COMMITMENT**
Attending class is essential for learners to succeed in this program. Things will always come up, but make sure you have the time to commit to this program so you can get the most out of it.
- 4 PARTICIPATE IN THE CAREER & RESUME DEVELOPMENT WORKSHOP**
A professional resume is the first step in starting a new career. Let's show off your skills!
- 5 PASS THE MID-TERM ASSESSMENT**
We get it – tests are no fun. But it's important that we gauge whether learners are absorbing and retaining the material.
- 6 PASS THE NATIONAL/INDUSTRY CERTIFICATION EXAM**
Employers are lining up for candidates who have the right qualifications for open positions. Let's get you certified!

LET'S GET TO WORK!



**LEARNER SUPPORT & ADVISING
AVAILABLE**

Contact us at
AmazonCareerChoice@bsu.edu



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