

Texarkana College
Community & Business Education Center - Allied Health Program
Clinical Medical Assistant Course

Fall 2018

Start a New Career as a Clinical Medical Assistant! This program is intended for students who want to prepare for an exciting, challenging and rewarding career in healthcare. This program will train students to assist physicians by performing functions related to the clinical responsibilities of a medical office.

Instruction includes among other things preparing patients for examination and treatment, routine laboratory procedures, diagnostic testing, technical aspects of phlebotomy and the cardiac life cycle. Students will review important topics including phlebotomy, pharmacology, the proper use and administration of medications, taking and documenting vital signs, cardiology including proper lead placements, a professional workplace behavior, ethics and the legal aspects of healthcare.

Note: Upon successful completion of this program, students would be eligible to sit for the National Healthcareer Association (NHA) Certified Clinical Medical Assistant (CCMA) examination. The exam is scheduled two weeks after course is completed at TC, the fee is \$155 and not due until end of the course.

Date: Tuesday & Thursday; Oct. 2 - Feb. 7 | 154 hrs. | 16 wks. | 160 hrs. externship.

Time: 6:00 pm - 9:30 pm - Saturdays, 10/13, 10/20, 11/10, 12/01, 1/05, 1/19 from 9:00 am - 4:30 pm

Cost: \$2,770 (includes textbooks, program materials, externship placement, certification study packet, online practice exams, and certificate of successful completion).

Location: Texarkana College Health Sciences Bldg., Room 127

Refund Policy: Students will receive 100% refund upon request prior to the first class meeting only.

Textbooks: Students will be responsible collecting their books, when notified by Community & Business Education by the day the class begins. Office hours are Monday – Thursday 8:00 a.m. – 5:00 p.m., Friday 8:00 a.m. – 4:00 p.m.

Criminal Background Requirements: For students who may have a criminal background, please be advised that the background could keep you from being licensed by the State of Texas. If you have a question about your background and licensure, please check with the National Healthcareers Association certification board by calling 1-800-499-9092 to discuss your topic of study to determine if you are qualified to obtain a certificate in that field. You also have the right to request a criminal history evaluation letter from the applicable licensing agency.

TC does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Human Resources Director, 2500 N. Robison Rd., Texarkana, TX, 75501, (903) 823-3355, human.resources@texarkanacollege.edu.

Texarkana College no discrimina en base de raza, color, origen nacional, sexo, discapacidad o edad en sus programas o actividades. Las consultas relacionadas con las políticas de no discriminación de Texarkana College deben dirigirse a: Director(a) de Recursos Humanos, 2500 N. Robison Rd., Texarkana, TX, 75599, (903) 823-3017, human.resources@texarkanacollege.edu

Clinical Medical Assistant Program

with a Clinical Externship

Clinical Medical Assistant Program

This 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.

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.

Clinical Medical Assistant – 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 physician's offices, clinics, chiropractor's offices and outpatient facilities. The occupational outlook handbook, states that employment of medical assistants is expected to grow 35 percent from 2011 to 2016, 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 equivalent.

Clinical Medical Assistant - Detailed Course Information

This program will provide the necessary training and skills required to challenge the National Healthcareer Association (NHA) Certified Clinical Medical Assistant (CCMA) national examination. This 140 hour program requires 140 classroom hours (lecture and labs) and a clinical externship. Students must successfully complete the 140 hour classroom requirement to be eligible to participate in the clinical externship rotation.

This comprehensive Clinical Medical Assistant program provides training in the following areas:

- ◆ function of the clinical medical assistant in a medical office
- ◆ introduction to health care facilities
- ◆ medical terminology
- ◆ anatomy of each of the body systems to include the heart, conduction system, circulation of the heart and blood vessels
- ◆ 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 venipuncture and capillary sampling
- ◆ collecting non-blood specimens and point of care testing
- ◆ performing 12 lead EKGs, EKG strip analysis (P,Q,R,S,T wave form)
- ◆ 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

Texarkana College
Community & Business Education - Allied Health Program
Clinical Medical Assistant Course Pre-requisites

Attention Registrants:

The following items are not required to be submitted prior to registering for the course but will be required by the time the course is completed. Please submit as many of the documents below as possible the first night of class and then soon after. They are required for placement in a clinic or other healthcare setting for on the job training under the supervision of a licensed/certified preceptor.

The following pricing for diagnostic tests is quoted from Healthcare Express for TC students only, and may be either higher or lower at other clinic locations.

1. _____ **High school diploma** or GED equivalent the first class meeting.
2. _____
3. _____ **Physical exam** must be completed on Texarkana College Health Occupations form. \$25
4. _____ **Immunizations:** Applicants must have **proof of completing** the following vaccinations prior to starting the program and documented on attached Immunization Record form.
 - a. _____ Hepatitis B vaccination series of three shots or titer indicating immunity.
 - b. _____ Measles, Mumps, & Rubella (MMR) or titers indicating immunity.
 - c. _____ Varicella vaccination, chicken pox history or titer indicating immunity.
 - d. _____ Tetanus-diphtheria - pertussis within the last 10 years.
5. _____ **Negative TB skin test** or negative chest x-ray within six months prior to starting the program. \$16.
6. _____ **Current drug screen** - wait until schedule of externship to schedule drug screen. Notify the Allied Health Coordinator when and where drug screen is collected in order for her to obtain report. \$45
7. _____ **Clinical Externship** Medical/Documentation Authorization Release Form
8. _____ **CPR** Certification - \$68
9. _____ **Resume** – will work on developing in class.
10. Students who choose to sit for their CMA certification exam can do so by notifying your Instructor. The test will be administered here at TC College and will cost \$155 and is not included in the registration fee. The date and time will be announced later in the course and after the class has concluded. The certification will be for a national status that will allow the student to practice in any state under that certification.
11. Students who elect to participate in an externship will be required to purchase blue scrubs at the books store. They are approximately \$45 for both bottom and top.
 - a. Students participating in externship will also be required to go by Admissions to have an ID badge made identifying them as a Texarkana College CMA student.
 - b. Students will receive an authorization form at first class meeting to take to Enrollment Services to obtain ID badge prior to beginning externship.

Please call Joanne Rose, Allied Health Coordinator, at 903-823-3384 if you have any questions about submitting or completing the required documentation listed above.

TEXARKANA COLLEGE
TEXARKANA, TEXAS 75599

HEALTH OCCUPATIONS PHYSICAL EXAMINATION

Name _____
Last First Middle (Maiden)

Single _____
Married _____ Date of Birth _____ Male _____
Widowed _____ Female _____

Address _____
Street/P.O. Box City State Zip Code

Name & Address of Nearest Relative _____

Medical History: (To be completed by student)

- Serious illness - give diagnosis & date _____
- Operations - give diagnosis & date _____
- Do you have any allergies? If so, what? _____
- Do you have any physical disorders at present? _____
- Do you have any emotional disorders at present? _____
- What prescribed & unprescribed medications are you taking? _____
- Have you had any severe injuries? If so, what? _____
- Check any of the following conditions you have had:
Hay Fever _____ Infectious Mononucleosis _____ Tuberculosis _____
Asthma _____ Hepatitis _____ Arthritis _____
Rheumatic Fever _____ Fainting Spells _____ Kidney Disease _____
Heart Murmur _____ Diabetes _____ Emotional Disorder _____
Poliomyelitis _____ Epilepsy _____ Chemical Dependency _____
- Name & address of personal physician _____

PHYSICAL EXAMINATION (To be completed by your family physician or certified Nurse Practitioner)

Weight _____ Height _____ Skin Abnormalities _____
Eyes ® _____ (L) _____ Corrected to ® _____ (L) _____ Ears ® _____ (L) _____
Throat _____ Nose _____ Neck _____ Lungs _____
Breasts ® _____ (L) _____ Heart _____ Nodes _____
Abdomen _____ Hernia _____ Pulse Rate _____
Blood Pressure _____ Defects Found? _____
Corrections Recommended _____
Any Reason for Limitation of Physical Activity? _____
Any Reason for Limitation of Health Care Activity? _____

Signed _____
Print name and title _____
Date _____

Return original to:
CONTINUING EDUCATION
TEXARKANA COLLEGE
2500 NORTH ROBISON ROAD
TEXARKANA, TEXAS 75599

(Record Dates)

TDaP or Booster (within 10 years) _____

TB Skin Test _____ Reading _____
(If the tuberculin skin test is positive, either a chest x-ray or documentation of follow-up is required.)

Chest x-ray _____ Reading _____

*Rubella _____

*Hepatitis B vaccine (series of 3 or confirmation of immunity to
Hepatitis B)

Dates

Varicella: _____

The following are required for all born since January 1, 1957:

*Measles (2 doses after age 12 months)

_____ and _____

*Mumps _____

Printed name and title

Signature

*or physician's verification of immunity (attached)

Documenting History of Illness: Varicella (Chickenpox)

This form summarizes the “**Exceptions to Immunization Requirements (Verification of Immunity/History of Illness)**” incorporated in Title 25 Health Services §97.65 of the Texas Administrative Code (TAC)

§97.65 of the TAC states, “A written statement from a parent (or legal guardian or managing conservator), school nurse, or physician attesting to a child's positive history of varicella disease (chickenpox), or of varicella immunity, is acceptable in lieu of a vaccine record for that disease (see form at <http://www.dshs.state.tx.us/immunize/docs/c-9.pdf>.” School nurses may also write this statement to document cases of chickenpox that they observe. The school shall accurately record the existence of any statements attesting to previous varicella illness or the results of any serologic tests supplied as proof of immunity. The original should be returned to the child/student or the child's/student's parent or guardian. If a child or student is unable to submit such a statement or serologic evidence, varicella vaccine is required.

Documentation of prior varicella illness can be provided by the following methods:

1. A serologic confirmation of varicella immunity (positive varicella IgG result).
2. A written statement from a physician, school nurse, or the child's/student's parent or guardian containing wording such as:

“This is to verify _____ had varicella disease (chickenpox)
(Name of student)

on or about _____ and does not need the varicella vaccine.”
(Approximate month/day/year)



(Signature)

(Relationship to student)

(Date)

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

Mailing Address:
Texas Department of State Health Services
Immunization Branch
MC-1946
P.O. Box 149347
Austin, Texas 78714-9347