PROGRAM DESCRIPTION

This program prepares medical assistant students to perform patient clinical skills in various medical office settings. 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.

Note: 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 program includes classroom lecture and hands on labs.

The Clinical Medical Assisting program is laid out in four sections:

Clinical Medical Assisting Section: provides students with the knowledge and skills related to the medical office duties of the medical assistant. The Clinical Medical Assisting textbook is used for this section.

EKG Section: covers the specific knowledge and skills related to cardiovascular anatomy and physiology and performance of a 12-lead EKG test. Students learn how to accurately place leads onto the patient, run the EKG machine, perform basic measurements using the EKG strip, and identify normal tracings of the heart’s electrical activity as well as identify common dysrhythmias.

Lab Services and Phlebotomy Section: provides the student with knowledge and skills related to collecting specimens for lab services including hematology, urology, and other tests performed on body fluids. Students learn to perform venipuncture procedures on adult, pediatric, and geriatric patients.

Clinical Externship