

Medical Assistant Program/CCMA Certification (Noncredit)

Workforce Development

Total Program Cost: \$5,740 • 496 Total Program Hours

Get a jumpstart on YOUR Medical Assisting career with this comprehensive, fast-paced program. The program includes 336 hours of classroom/lab instruction and concludes with a 160-hour, unpaid clinical/externship experience, and prepares you to take the National Healthcareer Association's Certified Clinical Medical Assistant (CCMA) certification exam, an industry-recognized certification. (Exam cost included in tuition.)

(Once you are certified and working in the healthcare field, you may pursue HACC's Health Science Associate in Applied Science degree and be awarded up to 30 credits toward the 61-credit program upon enrollment!)

Full- and part-time classes are held at the Harrisburg/Midtown 1 Center. Additional classes held at other HACC campuses.

The part-time, evening program can be completed in eight to nine months (depending upon clinical site availability) attending class four evenings a week (and in some cases on Saturdays) and the full-time, day program can be completed in under six months attending classes four days a week.

PROGRAM REQUIREMENTS

Program admission criteria include:

- Interview with Healthcare Education/Workforce Development staff member
- 18 years of age and high school diploma or GED
- Satisfactory criminal background checks completed within 1 year prior to start of the clinical/externship experience (both the PA State Police Criminal History Report and FBI Criminal Background Report including the PA Child Abuse History Record)
- Current CPR/Basic Life Support certification

Health-related requirements must be completed within 1 year prior to the start of the clinical/externship experience and include:

- Physical examination
- Proof of current immunizations (or titers)
- 2-step PPD (Mantoux)
- Influenza vaccine (if clinicals are between Oct. & March)
- 10-panel urine drug screen

PROGRAM CURRICULUM

Introduction to Healthcare

This course serves as an introduction to allied health programs. Brief history of healthcare origins and continuing through modern history will be explored with overlap of how the medical assistant role originated and evolved within the healthcare setting. This course will conclude with the medical assistant's scope of practice and modern day medical abbreviations used.

Medical Terminology and Disease Introduction

This course introduces students to the language of medicine. Using a systematic approach, the student will learn roots, prefixes, and combining forms to build a medical vocabulary. This course also examines the etiology, signs and symptoms, diagnostic procedures, treatment, prognosis and prevention of selected diseases and disorders of each body system.

Anatomy and Physiology

Introductory exploration and analysis of essential principles for the study of the structure and function of the human body, and the mechanisms for maintaining homeostasis within it as presented by body system. Upon completion, students should be able to demonstrate a basic understanding of the fundamental principles of anatomy and physiology and their interrelationships.

Communication/Law and Ethics/Professionalism

This course is an introduction to communication in a medical office setting. Students will learn the basics of English grammar, punctuation, spelling, vocabulary, and writing, as needed for written communications. Other key areas of development include listening, language, verbal, and non-verbal communication skills necessary to communicate information to coworkers, supervisors, physicians, patients, and other health care professions. This course also provides essential legal and ethical principles for healthcare professionals. This course will establish foundational essentials to understanding legal obligations between the patient and the physician, bioethical issues, ADA, HIPAA, and medical malpractice.

Medical Laboratories I

This course provides the students with the knowledge of laboratory procedures. Topics to be covered include medical microbiology, introduction to the physician's office laboratory, and urinalysis.

Medical Laboratories II

This course provides the students with additional knowledge of laboratory procedures. Topics to be covered include phlebotomy, hematology, blood chemistry and serology.

Clinical Practices I

This course provides students with basic clinical skills. Emphasis is placed on learning the fundamentals of procedures that relate to patient care. Topics to be covered include medical asepsis and infection control, infectious diseases/blood borne pathogens, preparing the medical record and taking measurements, vital signs, assisting the physician, eye and ear assessment, disinfection and sterilizing equipment, assisting with surgical procedures, minor surgeries, and patient exams.

Clinical Practices II

This course provides the students with additional knowledge of clinical skills. The topics to be covered include administering medication, injections, hot/cold therapies, pulmonary and orthopedic testing and equipment and electrocardiography. Also, non-clinical skills covered include physical agents to promote healing, assisting with specialty examinations and procedures, radiology, and diagnostic imaging.

Health Insurance/Coding/Electronic Health Records

This course will introduce the student to current health insurance programs with emphasis on commercial, managed care, and federal insurance plans. Topics will include compliance strategies and reporting, including payment methodologies and systems. Billing processes and procedures and regulatory guidelines are examined in a systematic approach. These elements are examined and applied using practice management software.

Medical Office Operations

This course is to support development of the necessary skills to anticipate and carry out key skills to serve in the role of medical technician in a medical office environment. Topics include:

- Effective Communication
- Time Management
- Patient Safety and Privacy
- Issue Identification, Escalation, and Resolution
- Critical Thinking
- Common Office Procedures
- Integrity in the workplace
- Generational Influences in Healthcare

Medical Assisting Clinical/Externship

The externship enables students to work with patients and apply the principles and practices learned in the classroom. Externs perform under the direct supervision of qualified personnel in participating office settings. Students will remain in contact with the HACC instructor assigned to the externship. Current CPR certification and mandatory facility health screenings required as noted in the "Program Requirements" section of this document.

What are the program admission criteria?

- Interview with Healthcare Education/Workforce Development staff member
- 18 years of age and high school diploma or GED
- Satisfactory criminal background checks completed within 1 year prior to start of the clinical/externship experience (both the PA State Police Criminal History Report (\$22) and FBI Criminal Background Report (\$22.50))
- PA Child Abuse History Record (\$13)
- Current CPR/Basic Life Support certification (approx. \$65)

What are the requirements for the clinical/externship experience?

Health-related requirements must be completed no more than six (6) months prior to the start of the clinical/externship experience. In addition to the above criminal background checks, child abuse report and CPR certification, you will need the following:

- Physical examination
- Proof of current immunizations (or titers, if no documentation can be produced) (Cost will vary if titers are needed)
- 2-step PPD (Mantoux)
- Influenza vaccine (if clinicals are between Oct. & March)
- 10-panel urine drug screen (Please note that urine drug screen results positive for any substance will prevent the student from completing the program (even with a physician's note). **NOTE: Some clinical sites require a drug screen be performed no more than 6 months prior the start of clinicals. For the part time MA program, the drug screen be performed after the program begins, and any positive results will prevent the student from attending clinicals and completing the program. In these cases, there is no refund of tuition so if there is any possibility of a positive result, student may wish to have a preliminary drug screen before starting the program.)**

(NOTE: Cost of the above clinical requirements depends upon the provider of the services and student's insurance coverage. (Estimated out-of-pocket expense could range from \$150-\$300. These are strictly estimates to give perspective students an idea of cost – HACC is unable to provide exact costs.)

Are there any other out-of-pocket expenses?

- Textbooks (estimated at \$520 but may be less expensive if purchased through Amazon)
- Watch with second hand (approx. \$15)
- Stethoscope (approx. \$30)
- Scrub tops, pants, and jacket (if necessary) for classroom/lab and clinicals (Scrub tops, pants and jacket (if necessary) must be burgundy/maroon – no prints) (Recommend purchasing two sets of tops/pants) (approx. \$10 per top and per pant)
- Closed toe and heel leather/vinyl shoes, preferably white (Leather sneakers are acceptable; no Crocs) (approx. \$30)

The next Medical Assisting Program/CCMA Certification classes being offered:

Daytime: January 27, 2020 - June 22, 2020

Monday-Thursday, 8:30 a.m. – 4:00 p.m.

Evening: March 2, 2020 – November 10, 2020

Monday-Thursday, 5:30 p.m. – 8:30 p.m.

AT HACC's HARRISBURG MIDTOWN 1 CENTER!

SCHOLARSHIPS MAY BE AVAILABLE FOR THOSE WHO QUALIFY!

Go to www.hacc.edu/scholarships

(Click on "Types of Aid" on the left sidebar, then "Scholarships", then "Noncredit Scholarships".

Click on "The UPMC Pinnacle Workforce Development Medical Assisting Scholarship Award" and complete The scholarship application. The essay must be no less than 250 words and no more than 500 words. We suggest writing your essay in a Word document and performing a word count to ensure your essay is the appropriate length.)

You must apply for scholarships at least two weeks before classes begin.

Email nhealth@hacc.edu or call 717-221-1348 or
717-221-1354 if you have additional questions.

HACC reserves the right to revise the curriculum at any time to align with industry requirements.