

MEDICAL ASSISTANT/CCMA, Certificate – Noncredit

Healthcare Education - Office of Academic Affairs & Workforce Development

CIP Code:510705

Prepares students for employment as a Medical Assistant in the ambulatory care setting, as well as secures their readiness to take the National Healthcareer Association's Certified Clinical Medical Assistant (CCMA) Certification examination. This Medical Assistant certificate training consists of six courses, four labs and a clinical/externship. Customized contract training is also available based upon client needs. This program is available at the Harrisburg, Lancaster and York campuses through various modalities (e.g., on-campus/in-person instruction, hybrid, synchronous remote instruction and/or asynchronous instruction).

Career Opportunities

The course prepares individual for an entry level career in healthcare. Students are prepared to work in physicians' offices, hospitals, outpatient clinics and other healthcare facilities. The student is prepared to take the National Health career Association's (CCMA) certification exam, an industry-recognized certification.

Competency Profile

This curriculum is designed to prepare students to:

- Define and correctly spell, pronounce and use medical terminology as it relates to anatomy and physiology, pathophysiology and diagnostic testing.
- Describe the functions of the principle body systems including anatomy and physiology.
- Review the concepts, etiology, symptoms and treatments of most common disorders and diseases.
- State the essential qualifications of a successful Medical Assistant in the ambulatory care setting, including professionalism, communication, healthcare law and ethics, cultural diversity and safety in the workplace.
- Demonstrate competency to perform contemporary office medical laboratory services, including venipuncture and basic specimen interpretation
- Identify medication classifications, drug actions and interactions, administration of medication principles and competencies and measurement and dosage calculations.
- Define necessary clinical procedures for the ambulatory care setting and perform and pass competencies related to skills such as vital signs, performance of an EKG, assisting in minor office surgery, patient interview, preparation and assistance during an examination, wound care, emergencies in the office and leadership.
- Describe the importance of effective revenue cycle management, assign CPT and ICD-10 codes per official guidelines and the explanation of their purpose for reimbursement.
- Perform administrative duties related to scheduling, billing, coding, finance practice, healthcare information management and leadership.
- Participate in an externship to define the role of the Medical Assistant in a real-world clinical setting, complete and pass competencies, shadow an experienced Medical Assistant in the ambulatory care setting and work closely with a preceptor to improve and refine skills.
- Successfully pass the National Healthcareer Association's CCMA certification exam

PROGRAM REQUIREMENTS

Students are required to complete the course in its entirety including a minimum 120-hours unpaid clinical/externship.

RECOMMENDED SEQUENCE FOR STUDENTS

Students must complete the course in the following sequence:

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| • Introduction to Healthcare & Ethics | • Introduction to Medical Insurance |
| • Medical Terminology | • Medical Laboratories I |
| • Anatomy and Physiology/Human Illness & Disease | • Medical Laboratories II |
| • Nutrition | • Clinical Practices I |
| • Medical Office Operations | • Clinical Practices II |
| • Patient Relations | • Medical Assistant Clinical/Externship |