

Certified Clinical Medical Assistant



Community and Workforce Training
Umpqua Community College



Program Mission:

To prepare students to enter the medical field and Certified Clinical Medical Assistants (CCMA)

Course Description:

This 200-hour course prepares students to enter the medical field as a Certified Clinical Medical Assistant (CCMA). After the successful completion of this course, the student is eligible to sit for the National Health Career Association (NHA) exam. This course introduces CCMA practices and their role in a variety of settings. Topics include medical terminology, basic pharmacology, psychology, anatomy and physiology, phlebotomy, HIPAA and other duties CCMA's typically perform. Students will gain knowledge of sterile technique, standards of practice, quality assurance and patient confidentiality. The course includes weekly homework completed online.

Coordinator and Instructors:

CWT has an Instructional Education Coordinating Specialist. Call 541-440-4668 for details.

Instructors Brian Rogers and Dennis Morehouse are both licensed RNs with years of career experience. This class also has certified specialists in the various area of medicine that assist with various trainings.

The course is also taught in conjunction with area clinics for the required on the job training. These clinics are Umpqua Health-Newton Creek, Mercy Medical, ADAPT Crossroads, ADAPT South River Community Health Center, Evergreen Family Medical, Canyonville Health and Urgent Care.

Job Placement:

Many of the graduates of this program have been successful in gaining employment in the medical profession. The NHA certification exam is a nationally recognized certification which makes for good job placement opportunities.

Overall Program Outcomes:

Students who successfully complete the training will:

- Pass National Certification Exam.
- Receive a Non-Credit Training Certificate (NCTC) from Umpqua Community College.
- Demonstrate professionalism through acceptable attitude, organization, and time management skills and attire.
- Successfully complete the 90 hours of clinicals, perform and document routine administrative and clinical procedures according to established protocol.

Prerequisites & Requirements:

Formal acceptance into the Medical Assistant program; students must be 18 years old and have a High School diploma or GED equivalent.

Communication:

Information systems and computer operation skills. Show the ability to communicate effectively, including listening, observing, speaking, and writing, and information literacy, including the written and electronic medical record. This communication will be concise, pertinent, organized, accurate and legible and grammatically correct, adhering to correct spelling and punctuation rules including medical terminology.

Cognition:

Require cognitive ability to collect, analyze, prioritize and integrate information and knowledge effectively and accurately; to make safe, sound clinical judgement and care management decisions that promote positive patient outcome. At the end of the course, the student will demonstrate knowledge of didactic learning of an entry-level medical assistant pursuant to national certification.

Students who wish to attend the CCMA Course must meet all the requirements listed below by uploading information into the UCC Castle Branch account for Medical Assistant:

- Criminal Background Check
- Drug Screen
- TB Screening Report
- Measles, Mumps, Rubella (MMR) Vaccine
- Varicella (Chicken Pox) Vaccine
- Hepatitis B (HBV) Vaccine
- Tetanus, Diphtheria, and Pertussis (TDAP) Vaccine
- COVID vaccine

Course Topics:

The CCMA program consists of a multi-faceted approach. The course is guided by the NHA curriculum that also includes scenario experiences to prepare you for clinical experiences. Course work also includes in-person training from medical specialists and lectures/discussions from guest speakers.

- Healthcare Systems and Settings
- Medical Terminology
- Basic Pharmacology
- Nutrition
- Psychology
- Anatomy and Physiology
- Body Structures and Organ Systems
- General patient Care
- Microbiology
- Infection Control
- Testing and Laboratory Procedure
- Phlebotomy
- EKG and Cardiovascular
- HIPAA/Medical Law and Ethics
- Communication and Customer Service

CCMA Outcomes:

- Demonstrate knowledge of didactic learning of an entry-level medical assistant pursuant to national certification.
- Demonstrate professionalism through acceptable attitude, organization, and time management skills and attire.
- Perform and document routine administrative and clinical procedures according to established protocol.
- Uphold legal and ethical standards and confidentiality for patient privacy.
- Maintain industry standards of quality control and safety principles in the workplace.

Assessment:

This is a Pass/No Pass class. Assessment is based on chapter quizzes, skill demonstration tests, and successful completion of clinical hours. The average score will be recorded.

Absences from class can affect your ability to pass the class. If a student is absent, it is their responsibility to find out what was missed.

Successful completion of the course work is mandatory for clinical placement. Successful completion on 90 clinical hours is required to complete the certification. Clinical hours are scheduled at the convenience of the clinical site and are most often during the week during the day. Students must be available to complete the clinical hours at the site assigned in order to meet this requirement for CCMA certification.

Criteria for a Non-Credit Training Certificate:

- An average score of 75% is required on all quizzes and tests is required to receive a Pass.
- Have no more than two unexcused absences from the class to receive a Pass.

Facilities and Schedule:

Class will be held in the Umpqua Community College Campus in the Bonnie J Ford Health Nursing and Science Center. Clinical Hours will be assigned during the final weeks of the course work.

2022-23 Schedule:

Classes will meet every week on Wednesday and Thursday evening from 6:00 pm -9:00 pm, Clinical hours will be arranged individually, for spring term.

Fall Term: 9/27/22 to 12/15/22.

*week of Thanksgiving off.

*winter break (12/19/22 to 1/9/23)

Winter Term: 1/5/23 to 2/23/23

Followed by 90 hours of individually scheduled clinical hours.

Course Supplies:

- Required Materials: Students will access Medical Assistant (CCMA) Study Guide 2.0 via the NHA leaning platform. A binder with supplementary course materials is provided to all students.
- Scrubs and clean, closed-toed shoes.

Course cost: \$2250.

Payment is due at time of registration. A payment plan is available but full balance is due by Monday before the start of class. This non-credit class is not eligible for financial aid.

******Funding assistance may be available for those who qualify. See next page.***

*****Course fee includes all aspects of the course except those noted below. One attempt at the CCMA exam is included in the fee. Further exam attempts are the responsibility of the student.***

Castle Branch Registration cost: \$96.00

- This includes criminal background check, drug test screen and immunizations check-off.

Immunizations

- This cost will vary depending on what is needed.

Student Financial Assistant Options:

- **Workforce dollars through Umpqua Community College**
Must be unemployed or underemployed (meaning training and working in this profession will increase your income higher than your current income)
Contact: Tori Ruiz 440-7675 or Tori.Ruiz@umpqua.edu
- **STEP Program through WorkSource Oregon**
Must be on SNAP & participate in STEP Program. Contact Myra McManus at Myra.A.McManus@oregon.gov
- **Workforce Investment Funds through South Coast Business**
Must be unemployed or underemployed (meaning training and working in this profession will significantly raise your income)
Contact: Minja Maksimovic minja@scbec.org or 541-900-5550
Natasha Garrison at ngarriso@scbec.org or 541-435- 9046 / 1-800-822-3525
- **Vocational Rehabilitation training funds.**
Voc. Rehab assists individuals with disabilities to get and keep a job that matches their skills, interest, and abilities. Call 541-440-3371.

Advertising / Website Address:

<https://www.umpqua.edu/workforce-professional-skills>

Application/Registration Process:

To register for Medical Assistant Course, please follow these steps:

- Attend a mandatory info session.
<https://www.enrole.com/umpqua/jsp/course.jsp?categoryId=10001&courseId=MAINFOSESSION>
- Please complete an application.
Application is found here: <https://umpqua.edu/workforce-professional-skills>
Bring the completed application in or email it to CWTOperations@umpqua.edu
- Register by phone or in person.
The total cost is \$2250. If needed, payment arrangements can be made, but \$500 is required at the time of registration with the remainder paid by first day of class.

Contact:

Community and Workforce Training (CWT)
Umpqua Community College
CWTOperations@umpqua.edu
541-440-4668