

Be Ready to Make a Difference in Patient Care

# Certified Clinical Medical Assistant (CCMA)

Develop patient care and administrative skills and earn your Certified Clinical Medical Assistant (CCMA) credential.

Certified Clinical Medical Assistants (CCMAs) are multi-skilled allied healthcare professionals. CCMAs work across the domain of healthcare facilities to aid inpatient treatments and clinical operations, supporting the work of doctors and other health care professionals. Demand for individuals with the highest professional standards continues to grow.

If you are looking to get ahead in the medical assisting world, certification is a step in the right direction. Our 30-week, online program consists of four (4) courses that will prepare you to take the Certified Clinical Medical Assistant (CCMA) exam through the National Healthcare Career Association (NHA). Two (2) online courses are completed every 15-weeks

After completing this program, you will be able to:

- Understand basic human anatomy, medical terminology
- Provide responsible communication in a healthcare setting
- Comply with HIPAA/HITECH, OSHA, CMS and other healthcare regulations and laws
- Comprehend the use of Diagnosis and Procedure codes and employ Electronic Health Records
- Gain an understanding of laboratory and specimen collection, cardiopulmonary testing, pharmacology and medication administration
- Record vital signs, take medical histories and prepare patients and rooms for examinations

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To learn more, visit or call:

[davenport.edu/ascensionmi](http://davenport.edu/ascensionmi) | (616) 233-2589

## Courses

### 15 weeks (semester 1)

#### Course 1: Pharmacology (3 credits)

Learn basic pharmacology and the effects medications have on the body and disease. This program focuses on the top fifty most commonly used medications, their classification, and side effects. Safety with respect to calculation and administration of medications will be emphasized.



#### Course 2: Clinical Patient Care (3 credits)

Learn procedures of ambulatory care practices, obtaining accurate clinical and historical patient data, and patient education and safety. Students gain skills in medical office procedures and minor office surgeries, assigning diagnostic and procedural codes, and the application of sterile technique. Body mechanics, patient assessment, electrocardiography, and drug administration will be reviewed.

### 15 weeks (semester 2)

#### Course 3: Clinical Laboratory Procedures (3 credits)

Gain an understanding of basic laboratory procedures. Emphasis will be placed on patient instruction, specimen collection, specimen processing, and documenting. Learn standard precautions, legal and ethical considerations, and OSHA standards for venipuncture, capillary punctures, specimen handling, and equipment usage.



#### Course 4: Medical Office Applications (3 credits)

Master the administrative duties of medical office management. Learn effective communication skills both verbal and non-verbal, computerized office management, scheduling, accounting practices, financial management, third party billing, and daily operations. Students will have hands-on interaction in the use of electronic medical records.

*This program is eligible for 12 undergraduate credits.*



## Cost

Program fee is \$1,800 per course

Training materials and books included:

- Administering Medications, Gauwitz (McGraw Hill)
- Medical Assisting: Administrative And Clinical Procedures, BOOTH (McGraw Hill)