



CLINICAL MEDICAL ASSISTANT

COURSE REFERENCE GUIDE



Phone
888-585-0725



Location
1342 81st Ave. NE. Spring Lake
Park, MN 55432

LENGTH OF PROGRAM

720 clock hours total

Includes theory, lab skills and clinical externship. This is a instructor led course with hybrid delivery & online self-paced course work with scheduled deadlines.

Clinical Externship

160 hours externship will be set up for student to attend and practice in a real clinical setting at our contracted externship site(s).

Duration - approx. 32 weeks

Class meets 4 times a week for 5 hours on Mon. & Weds. with some Fridays for lecture/lab. Day and Evening options are available for more flexibility for the working adult. Externship schedule hours vary and may be different than the class schedule. A fulltime or part time 30- 40-hour-per-week externship is typical. Complete in less than 10 months depending on when student completes externship hours

WORK ENVIRONMENT

Medical assistants held about 720,900 jobs in 2020. The largest employers of medical assistants were as follows:

Offices of physicians: 57%

Hospitals; state, local, and private: 15%

Outpatient care centers: 8%

Offices of chiropractors: 4%

WAGE

The median annual wage for medical assistants was \$35,850 in May 2020. The median wage is the wage at which half the workers in an occupation earned more than that amount and half earned less. The lowest 10 percent earned less than \$26,930, and the highest 10 percent earned more than \$50,580.

TUITION COST

\$6,795

WHAT IS A MEDICAL ASSISTANT?

Medical assistants (MAs) are critical members of healthcare teams in a variety of medical settings. As an MA, you are often the first and last person a patient interacts with, making a lasting impact on the patient experience. MAs are flexible, performing a variety of tasks such as:

- Taking patient vital signs
- Assisting providers with exams and procedures
- Administering injections or medications
- Performing EKG, phlebotomy and other essential laboratory procedures
- Checking patients in and out upon arrival and departure
- Answering phone calls and questions
- Updating and maintaining electronic health records (EHR)

CAREER OUTLOOK

- According to Bureau of Labor Statistics 2021, Employment of medical assistants is projected to grow 18 percent from 2020 to 2030, much faster than the average for all occupations.
- About 104,400 openings for medical assistants are projected each year, on average, over the decade. Many of those openings are expected to result from the need to replace workers who transfer to different occupations or exit the labor force, such as to retire.



CLINICAL MEDICAL ASSISTANT

COURSE REFERENCE GUIDE



Proposed Implementation Date
Spring 2023



Length of Program
720 clock hours total

CURRICULUM

t

SECTION 1: Introduction to Medical Assisting/Orientation/Course Overview

- The Health Care System
- The Professional Medical Assistant
- Ethics and Law for the Medical Office
- Interacting with Patients
- Medical Terminology - Using Medterm Textbook

SECTION 2: Anatomy and Physiology

- Introduction to Anatomy and Physiology
- Integumentary System
- Skeletal System
- Muscular System
- Nervous System
- The Senses
- Endocrine System
- Circulatory System
- Respiratory System
- Digestive System
- Urinary System
- Reproductive System

SECTION 3: Clinical Component

- Medical Asepsis and the OSHA Standard
- Sterilization and Disinfection
- Vital Signs
- The Physical Examination
- Eye and Ear Assessment and Procedures
- Physical Agents to Promote Tissue Healing
- The Gynecologic Examination and Prenatal Care
- The Pediatric Examination
- Minor Office Surgery
- Administration of Medication and Intravenous Therapy
- Cardiopulmonary Procedures
- Specialty Examinations and Procedures: Colon Procedures, Male Reproductive Health, and Radiology and Diagnostic Imaging
- Introduction to the Clinical Laboratory
- Urinalysis
- Phlebotomy
- Hematology
- Blood Chemistry and Immunology
- Medical Microbiology
- Nutrition
- Emergency Preparedness and Protective Practices
- Emergency Medical Procedures and First Aid

SECTION 4: Administrative Component

- The Medical Record
 - Patient Reception
 - Medical Office Computerization
 - Telephone Techniques
 - Scheduling Appointments
 - Medical Records Management
 - Written Communications and Mail
 - Managing Practice Finances
 - Medical Coding
 - Medical Insurance
 - Billing and Collections
 - The Medical Assistant as Office Manager
 - Obtaining Employment
- Clinical Externship