# HI 6000
# Medical Assistant

| TUITION | DURATION | TARGET CERTIFICATION |
|---|---|---|
| $4,000 | 102 weeks | Certified Clinical Medical Assistant (CCMA)<br>Certified Medical Administrative Assistant (CMAA) |

**ISSUING AUTHORITIES**

nha

**ENROLLMENT REQUIREMENTS**

At least 16 yrs of age
Completed 10th Grade Education (or equivalent)
Legal Guardian Authorization

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Call us anytime
(800)734-1175

## PROGRAM DETAILS

A Certified Medical Assistant is a valuable part of the healthcare team, providing patient care under the supervision of a physician and other licensed healthcare providers. Our Medical Assistant training not only allows you to learn how to provide clinical care but also learn how to complete medical administrative tasks.

Our robust online Medical Assistant training includes four courses to complete your Certified Clinical Medical Assistant training: Human Anatomy and Medical Terminology, Professionalism in Allied Health, Clinical Medical Assisting and Medical Office Procedures and Administration. These courses will offer you the medical knowledge, front and back-office skills and bedside manner to properly and effectively help patients.

Upon completion of your medical assistant training, you are eligible for the Certified Clinical Medical Assistant (CCMA) and Certified Medical Administrative Assistant (CMAA) exams, issued by the National Healthcareer Association (NHA). MedCerts covers the cost of all exams.

With medical assistant training, potential new career opportunities include Certified Clinical Medical Assistant, Chiropractor Assistant, Clinical Assistant, Doctor's Assistant, Medical Assistant, Medical Office Assistant, Optometric Assistant, and more!

### ATTAINABLE CAREERS

- Certified Clinical Medical Assistant
- Chiropractor Assistant
- Clinical Assistant
- Medical Office Assistant
- Optometric Technician
- Medical Assistant

Throughout the Medical Assistant program, students will learn the skills to:

- Comply with HIPAA/HITECH, OSHA, CMS and other healthcare regulations and laws as they apply to patient information
- Comprehend the use of diagnosis and procedure codes as they relate to electronic health records
- Administer medications and assist with minor procedures
- Understand basic human anatomy and utilize medical terminology in order to effectively communicate in a healthcare facility
- Record vital signs, take medical histories and prepare patients and rooms for examinations

*While MedCerts training and related target certifications may be accepted and/or approved by your state of residency, employers reserve the right to dictate pre-requisite education, experience, or certification/licensure requirements for their positions. These requirements may exclude a MedCerts graduate from eligibility. We strongly advise students to research target job posts from area employers and relevant state requirements, barriers or restrictions to ensure eligibility upon graduation.*

**Some training programs and/or certifications may not be accepted in your state, please review our <u>State Restriction</u> page to confirm eligibility**

### TARGET CERTIFICATIONS

| Certifications | Issuing Authority | Exam Details |
|---|---|---|
| Certified Clinical Medical Assistant (CCMA) | National Healthcareer Association (NHA) | 150 multiple choice questions<br>Time limit: 3 hours |
| Certified Medical Administrative Assistant (CMAA) | National Healthcareer Association (NHA) | 110 multiple choice questions<br>Time limit: 2 hours 10 minutes |

| Course Code | Title | Hours | Weeks | Course Materials (Included) |
|---|---|---|---|---|
| PS-1011 | Professionalism in Allied Health | 32 | 6 | None |
| HI-1014 | Introduction to Human Anatomy and Medical Terminology | 96 | 16 | PDF |
| HI-1011 | Medical Office Procedures and Administration | 96 | 16 | eBook |
| HI-6010 | Clinical Medical Assisting | 224 | 38 | eBook |
| | *CCMA Certification Pathway* | | 13 | |
| | *CMAA Certification Pathway* | | 13 | |

## CERTIFICATION EXAM ELIGIBILITY

Each certification body has its own eligibility requirements. Please make yourself familiar with these before applying for national certification testing. MedCerts sponsors certification but it is up to the student to ensure they meet eligibility requirements. The National Healthcareer Association (NHA) allows students to take their certification exam up to 12 months prior to graduation from high school and will issue a provisional certification upon passing the exam. To earn full certification after graduation, you must provide proof of graduation (high school diploma or GED) upon completion of meeting this requirement.

## EXPERIENTIAL/CLINICAL COMPONENT:

Experiential/Clinical Component Requirements (not applicable to the HI-6000 Medical Assistant Program) – Once students complete this program, they will be able to immediately start seeking employment in this field. Experiential learning or clinicals are not required to get a job in this field.

## CRIMINAL BACKGROUND CHECKS AND DRUG SCREENING POLICY:

MedCerts does not perform criminal background checks, nor do we test students for illicit drug use. Please be advised that while MedCerts does not perform these checks, the student's drug, criminal, or immunization status may prevent clinical/externship placement and future employment as a healthcare or IT professionals. Externship sites, employers, and State Boards of Pharmacy or other regulatory boards have regulations about immunizations, drug use, and criminal backgrounds. Regulatory boards, externship sites, employers, and other organizations that may require these screenings for placement, and adverse results may prohibit you from moving forward in the program. Candidates with a felony conviction are not eligible to participate in ANY MedCerts program that includes the Pharmacy Technician certification as a primary or secondary certification

The student and guardian understand that MedCerts does not hold any control over the drug, immunization, criminal, or background screening processes or policies held by any organization outside of MedCerts.

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*Upon 100% completion of this program, students will receive a "MedCerts Certificate of Completion." This is proof of completion of training but <u>isn't a nationally recognized certification</u>. Students are expected to take and pass the national certification exam through the issuing authority for recognized certification in their field.*

**Please carefully review the above program specific information and contact your Student Success Advisor if you have any questions or require further clarification of the contents.**