

# Clinical Medical Assistant

## Degree Type

Certificate

***30 credits, 10 months, 40 weeks***

## Program Objectives

The Clinical Medical Assistant Certificate program is designed to prepare students for entry-level employment in cognitive, psychomotor, and affective learning domains in health settings as medical assistants. The program focuses on the skills of medical terminology, anatomy and physiology, administrative skills including the processing of medical insurance forms and claims, understanding healthcare laws and ethics, clinical skills including but not limited to ECG, phlebotomy, pharmacology, vital signs, conducting routine lab tests, and followed by a hands-on practicum with online demonstrations and simulations. Bryan University delivers this program through dynamic, adaptive, experiential learning that includes personalized instruction and coaching.

This program prepares students for a deeper understanding of the concepts and theories associated with Medical Assisting.

The program learning outcomes are:

- Students will prepare and deliver effective healthcare communications for various situations using a variety of appropriate technologies.
- Students will evaluate relevant electronic health records and the data contained within.
- Students will use quantitative skills to assist in solving healthcare problems and discovering opportunities.
- Students will apply concepts of medical terminology, anatomy and physiology, pathology and pharmacology, phlebotomy, routine labs, administrative skills, First Aid, and healthcare ethics to assist in solving healthcare problems and discovering opportunities.
- Students will become knowledgeable with the medical assisting environment, organizations, specialties, and associations.
- Students will prepare for employment in medical assisting by demonstrating proficiency in the skills required of a certification exam and participating in career-focused activities.

At the completion of the program students will be eligible to take the Medical Assistant Certification (CCMA) exam offered through the National Healthcareer Association (NHA). The exam is accredited by the National Commission for Certifying Agencies (NCCA).

Practicum/Clinical Course hours are a part of a student's required coursework in their educational program at Bryan University. Students are not paid for the work performed during practicum/clinical course activities. All school rules apply to practicum/clinical course hours. Students participating in practicum/clinical course hours are reminded that they are acting as representatives of Bryan University and are expected to be professional at all times. Students are expected to complete practicums/clinical course hours within the grading period as outlined in the course description and requirements.

Following the completion of the program, a graduate should have:

- Knowledge of medical terminology, anatomy and physiology, pathology, and pharmacology.
- Knowledge of basic computer applications, and systems.
- Ability to translate diagnoses, conditions, services, and procedures into medical codes using a variety of standard formats, including ICD, CPT, and HCPCS.

- Ability to communicate, query, and collaborate with healthcare stakeholders such as coders, billers, physicians, and other healthcare staff.
- Ability to work in a variety of medical environments.

### **Employment Opportunities**

The following is a list of occupations and organizations that one could pursue for employment:

- Medical Assistant
- Medical Associate
- Medical Office Assistant
- Medical Receptionist
- Patient Care Associate
- Patient Services Representative
- Patient Services Technician
- Home Health Aides
- Personal Care Aides
- Pharmacy Aides
- Phlebotomists
- Healthcare Support Worker
- Community Health Worker

### **Standard Occupational Classification (SOC)\* Codes**

include, but are not limited to, the following:

- 31-1121 – Home Health Aides
- 31-1122 – Personal Care Aides
- 31-9092 – Medical Assistants
- 31-9095 – Pharmacy Aides
- 31-9097 – Phlebotomists
- 31-9099 – Healthcare Support Worker
- 21-1094 – Community Health Worker

\*Detailed information surrounding these classifications can be found at the following website: [https://www.bls.gov/soc/2018/major\\_groups.htm](https://www.bls.gov/soc/2018/major_groups.htm).

### **Program Completion**

In order to graduate and receive a Certificate and practice as a Clinical Medical Assistant, a student must earn a minimum of 30 credits for the courses in the curriculum and have a cumulative grade point average of 2.0 or better. Students who elect to do so may also sit for the Exam for the Certified Medical Administrative Assistant; completion of certification exams are not required to graduate.

### **Program Outline by Term**

Each semester is 16 weeks, split into two 8-week terms. The following term schedule is subject to change.

<b>Semester 1</b>	UNV-101MA/CMA-100 (First 8 weeks)
	BIO-100MA/BIO-105MA (Second 8 weeks)
<b>Semester 2</b>	BIO-115MA/CMA-110 (Third 8 weeks)
	CMA-120/CMA-130 (Fourth 8 weeks)

## Core Courses

Course Code	Title	Credits
BIO-100MA	Medical Terminology	3
BIO-105MA	Anatomy and Physiology	3
BIO-115MA	Pathology and Disease Process & Pharmacology	3
CMA-100	Introduction to Medical Assisting	3
CMA-110	Medical Law & Ethics	3
CMA-120	Clinical Lab Procedures and Phlebotomy Applications with Practicum	3
CMA-130	Advanced Laboratory Procedures & Minor Surgeries with Practicum	3
CMA-140	Billing and Coding Overview and EHR with Practicum	3
CMA-200	Medical Assistant Capstone/Certification Review	3
UNV-101MA	Student Success and Technology Foundations	3

Note: Bryan University strives to deliver students the most up to date courses possible. The textbooks listed in the following course descriptions are subject to change. Students should always refer to the course syllabus for textbook information.

Total Credits	30
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