



CCMA EXAM ACADEMY



www.ccmacoach.com | info@ccmacoach.com

Medical Assistant

The **CCMA Exam Review Academy E-Course** prepares students to become members of the health care team in doctors' offices, medical clinics, hospitals, and specialty practices. The curriculum includes administrative and clinical competencies. *Clinical experiences include a variety of general and specialty practices.

Graduates of the Medical Assistant program will be a multi-skilled health professional who is qualified to provide support health care services under the supervision of a physician. This versatile member of the health care team assists the physician in executing administrative and clinical procedures in the office/clinic setting. Administrative responsibilities may include but are not limited to scheduling appointments, managing the telephone, and maintaining medical records. Clinical responsibilities may include but are not limited to obtaining a medical history, preparing patients for the physician's examination, taking vital signs, administering medications, performing routine lab procedures, and assisting the physician when the patient is examined.

Next E-Course Starts August 3rd 2020

Program/Location		Length	Days	Time
ONLINE		9 Months	Tuesdays & Thursdays	5:30pm—8:30 pm
Curriculum/Courses				
MDA 0001	Worker Characteristic			
MDA 1010	Professional Orientation			
MDA 1020	Administrative Procedures I			
MDA 1030	Anatomy and Physiology			
MDA 1040	Computer Applications			
MDA 1050	Medical Terminology			
MDA 1060	Clinical Procedures I			
MDA 0002	Worker Characteristic			
MDA 2010	Basic Pharmacology			
MDA 2020	Dosage and Calculations			
MDA 2030	Administrative Procedures II			
MDA 0003	Worker Characteristic			
MDA 3010	Phlebotomy			
MDA 3020	Certification Examination Review			
MDA 3030	Externship and Career Prep			

Completion Award

Certificate

Typical Job Opportunities

Specialty Practices

Physician's Office

Health Clinics

Hospitals

Minor Emergency Rooms

Labs

How to Apply

To complete admissions for the CCMA Exam Review Academy E-Course applicants must submit all general admissions and Medical Assisting program specific requirements by the published deadline to be considered.

General Admissions Requirements submitted to: info@ccmacoach.com

- ✓ Complete an Application
- ✓ Turn in a scanned copy of your government issued photo ID
- ✓ Submit proof of high school graduation or GED completion
- ✓ Make the tuition payment
- ✓ Be 18 years of age or older when you begin the Program.
- ✓ Submit program application and any additional documentation

Application Deadline: 07/17/2020 for September Course