MERIDIAN TECHNOLOGY CENTER

SHORT-TERM COURSE DESCRIPTION

Clinical Medical Assistant

Tuition: $545 **Number of Hours: 240**

Books	Cost	Recommended Materials	Estimated Cost
• Clinical Procedures for Medical Assistants:11th Edition • Clinical Procedures for Medical Assistants: Study Guide • NHA Study Guide 3.0: Medical Assistant (CCMA)	• Included in tuition	• None	• None

Course Description:

- This training will focus on the routine administrative and clinical tasks that keep medical offices and/or clinics running smoothly.

Prerequisites:

- None (Medical Terminology strongly recommended)

Pertinent Information:

- You will learn how to take medical histories, explain treatment procedures to patients, prepare patients for examination, and assist the doctor. You'll also learn how to sterilize medical instruments and prepare and administer medications and treatments.

- Upon completion, you will have the requisite number of hours and training to become certified as a clinical medical assistant.

- This type of learning environment may be new to students who have only attended traditional lecture-based classes in the past. It can offer several advantages to you; however, you must be motivated, show initiative in your work, and seek out assistance from your peers, instructors, and reference materials when questions arise. If you need help adjusting to this type of learning environment, it is your responsibility to inform your instructor. Don't be afraid to ask questions at any time! We are here to help you in all aspects of your training.

Course Content:

- What is a Medical Assistant
- Medical Records
- Document & Communication
- Medical asepsis
- Handwashing & Infection Control
- Vital Signs
- Medication Administration
- Pharmacology

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- Injections
- Cardiology
- Pulmonary
- Sterilization
- Minor Surgery
- Healing
- Introduction to Laboratory
- Phlebotomy
- Urinalysis
- Hematology
- Blood Chemistry
- Physical Exam
- Pediatric Exam
- Psychology
- Eyes and Ears
- Gynecology
- Male Reproductive
- Radiology
- Emergency Preparedness
- Nutrition
- Microbiology
- Med Terms
- Anatomy
- Pathophysiology
- Patient Care/Coordination
- Administrative Assisting
- Communication/Customer Service
- Medical Law/Ethics

For more information, please call the Health Occupations desk at (405) 377-3333 ext. 209 or 211

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