

Certified Clinical Medical Assistant Syllabus

Instructor: Louise Crago 907-212-6584 louise@alaskapca.org

Class Days & Hours: TBD

*You are encouraged to attend class, however if you are unable to, a recording will be uploaded shortly following the live class. You will be required to listen to it if you miss class.

General Information:

Apprentices will meet once a week via internet for a period of 38 weeks.

Class Schedule—1-hour live or recorded session with 5-hours homework time each week. This training will be covering the following subjects:

- Health Care Systems and Settings
- Basic Pharmacology
- Nutrition
- Psychology
- Anatomy and Physiology
- Microbiology
- Pathophysiology and Disease Processes
- General Patient Care
- Testing and Laboratory Procedures
- Administrative Assisting
- Communication and Customer Service
- Medical Law and Ethics
- Patient Care Coordination and Education

COHORT 6

COURSE SCHEDULE

Week	Date	Chapter Name	Learning Path	Points
1	Week 1	Orientation The assignments for the week need to be completed by the date of the class.	<ul style="list-style-type: none">• Technical Instruction• MindTap• OJL Logs	<ul style="list-style-type: none">• N/A
2	Week 2	1. The Medical Assisting Profession	<ul style="list-style-type: none">• Chapter Reading• Quick Checks• Certification Review• Study Tools• Apply Yourself• Test Yourself	<ul style="list-style-type: none">• N/A• 9• 10• N/A• 100• 20

3	Week 3	2. Health Care Settings and the Health Care Team	<ul style="list-style-type: none"> • Chapter Reading • Quick Checks • Certification Review • Study Tools • Apply Yourself 	<ul style="list-style-type: none"> • N/A • 9 • 10 • N/A • 100
			<ul style="list-style-type: none"> • Test Yourself 	<ul style="list-style-type: none"> • 20
4	Week 4	3. Coping Skills for the Medical Assistant	<ul style="list-style-type: none"> •• Chapter Reading •• Quick Checks • Certification Review • Study Tools • Apply Yourself • Test Yourself 	<ul style="list-style-type: none"> • N/A • 9 • 10 • N/A • 100 • 20
5	Week 5	4. Therapeutic Communication Skills	<ul style="list-style-type: none"> •• Chapter Reading •• Quick Checks • Certification Review • Study Tools • Apply Yourself • Test Yourself 	<ul style="list-style-type: none"> • N/A • 9 • 10 • N/A • 100 • 20
6	Week 6	5. The Therapeutic Approach to the Patient with a Life-Threatening Illness	<ul style="list-style-type: none"> •• Chapter Reading •• Quick Checks • Certification Review • Study Tools • Apply Yourself • Test Yourself 	<ul style="list-style-type: none"> • N/A • 9 • 10 • N/A • 100 • 20
7	Week 7	6. Legal Considerations	<ul style="list-style-type: none"> •• Chapter Reading •• Quick Checks • Certification Review • Study Tools • Apply Yourself • Test Yourself 	<ul style="list-style-type: none"> • N/A • 9 • 10 • N/A • 100 • 20
8	Week 8	7. Ethical Considerations	<ul style="list-style-type: none"> •• Chapter Reading •• Quick Checks • Certification Review • Study Tools • Apply Yourself • Test Yourself 	<ul style="list-style-type: none"> • N/A • 9 • 10 • N/A • 100 • 20
9	Week 9	8. Emergency Procedures and First Aid	<ul style="list-style-type: none"> •• Chapter Reading •• Quick Checks • Certification Review • Study Tools • Apply Yourself • Test Yourself 	<ul style="list-style-type: none"> • N/A • 9 • 10 • N/A • 100 • 20

10	Week 10	21. Infection Control and Medical Asepsis	<ul style="list-style-type: none"> • • Chapter Reading • • Quick Checks • Certification Review • Study Tools • Apply Yourself • Test Yourself 	<ul style="list-style-type: none"> • N/A • 9 • 10 • N/A • 100 • 20
11	Week 11	22. The Patient History and Documentation	<ul style="list-style-type: none"> • • Chapter Reading • • Quick Checks • Certification Review • Study Tools • Apply Yourself • Test Yourself 	<ul style="list-style-type: none"> • N/A • 9 • 10 • N/A • 100 • 20
12	Week 12	23. Vital Signs and Measurements	<ul style="list-style-type: none"> • • Chapter Reading • • Quick Checks • Certification Review • Study Tools • Apply Yourself • Test Yourself 	<ul style="list-style-type: none"> • N/A • 9 • 10 • N/A • 100 • 20
13	Week 13	24. The Physical Examination	<ul style="list-style-type: none"> • • Chapter Reading • • Quick Checks • Certification Review • Study Tools • Apply Yourself • Test Yourself 	<ul style="list-style-type: none"> • N/A • 9 • 10 • N/A • 100 • 20
14	Week 14	25. Obstetrics and Gynecology	<ul style="list-style-type: none"> • • Chapter Reading • • Quick Checks • Certification Review • Study Tools • Apply Yourself • Test Yourself 	<ul style="list-style-type: none"> • N/A • 9 • 10 • N/A • 100 • 20
15	Week 15	26. Pediatrics	<ul style="list-style-type: none"> • • Chapter Reading • • Quick Checks • Certification Review • Study Tools • Apply Yourself • Test Yourself 	<ul style="list-style-type: none"> • N/A • 9 • 10 • N/A • 100 • 20
16	Week 16	27. Male Reproductive System	<ul style="list-style-type: none"> • • Chapter Reading • • Quick Checks • Certification Review • Study Tools • Apply Yourself • Test Yourself 	<ul style="list-style-type: none"> • N/A • 9 • 10 • N/A • 100 • 20

17	Week 17	28. Gerontology	<ul style="list-style-type: none"> • • Chapter Reading • • Quick Checks • Certification Review • Study Tools • Apply Yourself • Test Yourself 	<ul style="list-style-type: none"> • N/A • 9 • 10 • N/A • 100 • 20
18	Week 18	29. Examinations and Procedures of Body Systems	<ul style="list-style-type: none"> • Chapter Reading • Quick Checks • Certification Review • Study Tools • Apply Yourself • Test Yourself 	<ul style="list-style-type: none"> • N/A • 9 • 10 • N/A • 100 • 20
19	Week 19	30. Assisting with Minor Surgery	<ul style="list-style-type: none"> • Chapter Reading • Quick Checks • Certification Review • Study Tools • Apply Yourself • Test Yourself 	<ul style="list-style-type: none"> • N/A • 9 • 10 • N/A • 100 • 20
20	Week 20	31. Diagnostic Imaging	<ul style="list-style-type: none"> • Chapter Reading • Quick Checks • Certification Review • Study Tools • Apply Yourself • Test Yourself 	<ul style="list-style-type: none"> • N/A • 9 • 10 • N/A • 100 • 20
21	Week 21	32. Rehabilitation and Therapeutic Modalities	<ul style="list-style-type: none"> • Chapter Reading • Quick Checks • Certification Review • Study Tools • Apply Yourself • Test Yourself 	<ul style="list-style-type: none"> • N/A • 9 • 10 • N/A • 100 • 20

22	Week 22	33. Nutrition in Health and Disease	<ul style="list-style-type: none"> • Chapter Reading • Quick Checks • Certification Review • Study Tools • Apply Yourself 	<ul style="list-style-type: none"> • N/A • 9 • 10 • N/A • 100
			<ul style="list-style-type: none"> • Test Yourself 	<ul style="list-style-type: none"> • 20
23	Week 23	34. Basic Pharmacology	<ul style="list-style-type: none"> • Chapter Reading • Quick Checks • Certification Review • Study Tools • Apply Yourself • Test Yourself 	<ul style="list-style-type: none"> • N/A • 9 • 10 • N/A • 100 • 20
24	Week 24	35. Calculation of Medication Dosage and Medication Administration	<ul style="list-style-type: none"> • Chapter Reading • Quick Checks • Certification Review • Study Tools • Apply Yourself • Test Yourself 	<ul style="list-style-type: none"> • N/A • 9 • 10 • N/A • 100 • 20
25	Week 25	36. Cardiac Procedures	<ul style="list-style-type: none"> • Chapter Reading • Quick Checks • Certification Review • Study Tools • Apply Yourself • Test Yourself 	<ul style="list-style-type: none"> • N/A • 9 • 10 • N/A • 100 • 20
26	Week 26	37. Regulatory Guidelines for Safety and Quality in the Medical Laboratory	<ul style="list-style-type: none"> • Chapter Reading • Quick Checks • Certification Review • Study Tools • Apply Yourself • Test Yourself 	<ul style="list-style-type: none"> • N/A • 9 • 10 • N/A • 100 • 20
27	Week 27	38. Introduction to the Medical Laboratory	<ul style="list-style-type: none"> • Chapter Reading • Quick Checks • Certification Review • Study Tools • Apply Yourself • Test Yourself 	<ul style="list-style-type: none"> • N/A • 9 • 10 • N/A • 100 • 20

28	Week 28	39. Phlebotomy: Venipuncture and Capillary Puncture	<ul style="list-style-type: none"> •• Chapter Reading •• Quick Checks • Certification Review • Study Tools • Apply Yourself • Test Yourself 	<ul style="list-style-type: none"> • N/A • 9 • 10 • N/A • 100 • 20
29	Week 29	40. Hematology	<ul style="list-style-type: none"> •• Chapter Reading •• Quick Checks • Certification Review • Study Tools • Apply Yourself • Test Yourself 	<ul style="list-style-type: none"> • N/A • 9 • 10 • N/A • 100 • 20
30	Week 30	41. Urinalysis	<ul style="list-style-type: none"> •• Chapter Reading •• Quick Checks • Certification Review • Study Tools • Apply Yourself • Test Yourself 	<ul style="list-style-type: none"> • N/A • 9 • 10 • N/A • 100 • 20
31	Week 31	42. Basic Microbiology	<ul style="list-style-type: none"> •• Chapter Reading •• Quick Checks • Certification Review • Study Tools • Apply Yourself • Test Yourself 	<ul style="list-style-type: none"> • N/A • 9 • 10 • N/A • 100 • 20
32	Week 32	43. Specialty Laboratory Tests	<ul style="list-style-type: none"> •• Chapter Reading • Quick Checks • Certification Review 	<ul style="list-style-type: none"> • N/A • 9 • 10
			<ul style="list-style-type: none"> • Study Tools • Apply Yourself • Test Yourself 	<ul style="list-style-type: none"> • N/A • 100 • 20
33	Week 33	44. The Medical Assistant as Clinic Manager	<ul style="list-style-type: none"> •• Chapter Reading •• Quick Checks • Certification Review • Study Tools • Apply Yourself • Test Yourself 	<ul style="list-style-type: none"> • N/A • 9 • 10 • N/A • 100 • 20
34	Week 34	45. The Medical Assistant as Human Resources Manager	<ul style="list-style-type: none"> •• Chapter Reading •• Quick Checks • Certification Review • Study Tools • Apply Yourself • Test Yourself 	<ul style="list-style-type: none"> • N/A • 9 • 10 • N/A • 100 • 20

35	Week 35	Go over NHA study guide and testing strategies. Learn about test anxiety and how to deal with it.	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> N/A
36	Week 36	NHA Take a Baseline Practice Test	<ul style="list-style-type: none"> Complete Practice Test 1 	<ul style="list-style-type: none"> N/A
37	Week 37	Study Areas of weakness identified in practice tests.	Practice Tests 2-5 when ready	<ul style="list-style-type: none"> N/A
38	Week 38	Study Areas of weakness identified in practice tests.	Practice Tests 2-5 when ready	<ul style="list-style-type: none"> N/A
39	Week 39	NHA CCMA Practice Test #6 & Schedule Testing Date	Complete Practice Test #6 online	<ul style="list-style-type: none"> N/A

CCMA Certifying Exam needs to be completed by TBD