

# CLINICAL MEDICAL ASSISTANT



In today's economy, there are career fields that offer stability and opportunity. If you are seeking a new career, consider becoming a Clinical Medical Assistant. The U.S. Bureau of Labor projects a 29 percent growth in this career field by 2022. Prairie State College's (PSC) Clinical Medical Assistant healthcare vocational certificate course provides students with the necessary training and tools needed to perform patient clinical skills in various medical office settings.

## CERTIFICATION

Upon successful completion of the Clinical Medical Assistant healthcare vocational certificate course, students may be eligible to sit for the National Healthcareer Association (NHA) Certified Clinical Medical Assistant (CCMA) national exam.



## ABOUT THE CURRICULUM

Students will review important topics, including pharmacology, proper use and administration of medications, taking and documenting vital signs, and cardiology including proper lead placements. Students will be taught professional workplace behavior, ethics, and the legal aspects of healthcare. The program consists of 150 hours of classroom lecture.

The program is divided into three sections:

### Clinical Medical Assisting

This section provides students with the knowledge and skills related to the medical office duties of the medical assistant. The chapters on electrocardiogram (EKG) and phlebotomy concepts are not covered in this section.

### EKG

This section explores the specific knowledge and skills related to cardiovascular anatomy and physiology and performance of a 12-lead EKG test. Students learn how to accurately place leads on the patient, run the EKG machine, perform basic measurements using the EKG strip, and identify normal tracings of the heart's electrical activity, as well as identify common dysrhythmias.

### Lab Services and Phlebotomy

This section provides the students with the knowledge and skills related to collecting specimens for lab services including hematology, urinalysis, and other tests performed on body fluids. Students learn to perform a venipuncture procedure on adult, pediatric, and geriatric patients.

*Experiential learning opportunities may be available for students who successfully complete the Clinical Medical Assistant healthcare vocational certificate course. Students must also consent to a thorough background check, drug screening, and meet other requirements.*

## USE INSTANT ENROLLMENT

Register and pay for continuing education courses through Instant Enrollment on WebAdvisor.

To register, go to [prairiestate.edu](http://prairiestate.edu) and select How to Register for Non-Credit Courses from the A-Z index.

## HOW TO REGISTER

### Step 1. Review and choose classes

Review and choose classes from the non-credit class schedule online at [prairiestate.edu](http://prairiestate.edu), or request a copy by calling (708) 709-3750.

### Step 2. Register

1. Register online through WebAdvisor by following the Instant Enrollment instructions.

- If you have a WebAdvisor username and password, please log in before registering.
- If you are a new student, you will need to fill out the Personal Identification screen to create an account. Your username and password will be emailed to you upon registration.

2. Register in person at Enrollment Services on the main campus or at the Matteson Area Center on weekdays. (Please note that only credit and debit card payments are accepted at the Matteson Area Center).

3. Register by phone by calling (708) 709-3516 or (708) 709-3750. Please have your credit or debit card information ready.

4. Register by mail by completing the registration form at the back of the non-credit schedule. Send payment with completed registration form to Prairie State College, Office of Enrollment Services, 202 South Halsted Street, Chicago Heights, IL 60411. Checks should be made payable to Prairie State College. Driver's license number and phone number must be included on check.

### Step 3. Payment

Pay tuition and fees. Payment is due in full at time of registration. Paying by cash or check, Visa, MasterCard, or Discover? Visit the Business Office to pay tuition. Note: Make checks payable to Prairie State College. Driver's license or State ID and a phone number is required for all checks. Prefer to pay at the Matteson Area Center? Only credit and debit cards are accepted for payment there.

## REFUNDS

If you register for a non-credit class, but are unable to attend, you are required to fill out an Add/Drop form to officially withdraw from the course. This can be accomplished by visiting the Enrollment Services Office at our main campus or the Matteson Area Center during business hours. Dependent on the course, students can also withdraw from courses via WebAdvisor 48 hours prior to the start date of the course. No refunds will be issued unless requested 48 hours before the first class meeting (excluding weekends and holidays).

## WIOA APPROVED COURSE

The Workforce Innovation and Opportunities Act (WIOA) has helped many individuals obtain new job skills and training to make them more employable. If you meet the eligibility requirements and funding is available, WIOA may help pay for your tuition, books, and other fees associated with college courses. The Clinical Medical Assistant Program is approved for WIOA funding for eligible individuals. For more information on WIOA, call (708) 709-7975.

## FOR MORE INFORMATION

[psceducation@prairiestate.edu](mailto:psceducation@prairiestate.edu)  
(708) 709-3750



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