

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 Program provides students with the necessary training and tools needed to perform patient clinical skills in various medical office settings.

CERTIFICATION

Upon the successful completion of the Clinical Medical Assistant Program, students will 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 140 hours of classroom lecture and hands-on labs, plus a 160-hour clinical externship opportunity at a local healthcare facility. Textbooks are included.

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 Clinical Medical Assisting textbook is used for this section. 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. A separate EKG textbook and workbook is used for this section.

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. A separate phlebotomy textbook and workbook is used for this section.

Students must successfully complete the 140-hour program before they are eligible for the 160-hour clinical externship. 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 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, 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 must come to the Matteson Area Center and complete a drop form. No refunds will be issued unless requested at least 48 business hours before the first class meeting.

WIA APPROVED COURSE

The Workforce Investment Act (WIA) 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, WIA may help pay for your tuition, books, and other fees associated with college courses. The Clinical Medical Assistant Program is approved for WIA funding for eligible individuals. For more information on WIA, call (708) 709-7975.

FOR MORE INFORMATION

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