

Certified Clinical Medical Assistant Syllabus

Instructor: TBD apprenticeship@alaskapca.org

Class Days & Hours: TBD

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

General Information:

Apprentices will meet once a week via internet for a period of 39 weeks.

Class Schedule—1-hour live or recorded session with 5 hours homework time each week.

HOMEWORK IS DUE 11:59PM THE DAY BEFORE CLASS AFTER A CHAPTER IS COMPLETED

This training will be covering the following subjects:

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

Comprehensive Medical Assisting: Administrative and Clinical Competencies, 6th Edition ISBN-13: 978-1-305-96489-1

COHORT

COURSE SCHEDULE

Week	Date	Chapter Name	Learning Path	Points
1	Week 1	Orientation		
2	Week 2	1. The Medical Assisting Profession	<ul style="list-style-type: none">• Quick Checks• Certification Review• Apply Yourself• Test Yourself	<ul style="list-style-type: none">• 9• 10• 100• 20
3	Week 3	2. Health Care Settings and the Health Care Team	<ul style="list-style-type: none">• Quick Checks• Certification Review• Apply Yourself• Test Yourself	<ul style="list-style-type: none">• 9• 10• 100• 20

4	Week 4	3. Coping Skills for the Medical Assistant	<ul style="list-style-type: none"> • Quick Checks • Certification Review • Apply Yourself • Test Yourself 	<ul style="list-style-type: none"> • 9 • 10 • 100 • 20
5	Week 5	4. Therapeutic Communication Skills	<ul style="list-style-type: none"> • Quick Checks • Certification Review • Apply Yourself • Test Yourself 	<ul style="list-style-type: none"> • 9 • 10 • 100 • 20
6	Week 6	5. The Therapeutic Approach to the Patient with a Life-Threatening Illness	<ul style="list-style-type: none"> • Quick Checks • Certification Review • Apply Yourself • Test Yourself 	<ul style="list-style-type: none"> • 8 • 10 • 100 • 20
7	Week 7	6. Legal Considerations	<ul style="list-style-type: none"> • Quick Checks • Certification Review • Apply Yourself • Test Yourself 	<ul style="list-style-type: none"> • 9 • 10 • 100 • 20
8	Week 8	7. Ethical Considerations	<ul style="list-style-type: none"> • Quick Checks • Certification Review • Apply Yourself • Test Yourself 	<ul style="list-style-type: none"> • 8 • 10 • 100 • 20
9	Week 9	8. Emergency Procedures and First Aid	<ul style="list-style-type: none"> • Quick Checks • Certification Review • Apply Yourself • Test Yourself 	<ul style="list-style-type: none"> • 11 • 10 • 100 • 20
10	Week 10	21. Infection Control and Medical Asepsis	<ul style="list-style-type: none"> • Quick Checks • Certification Review • Apply Yourself • Test Yourself 	<ul style="list-style-type: none"> • 11 • 10 • 100 • 20
11	Week 11	22. The Patient History and Documentation	<ul style="list-style-type: none"> • Quick Checks • Certification Review • Apply Yourself • Test Yourself 	<ul style="list-style-type: none"> • 9 • 10 • 100 • 20
12	Week 12	23. Vital Signs and Measurements	<ul style="list-style-type: none"> • Quick Checks • Certification Review • Apply Yourself • Test Yourself 	<ul style="list-style-type: none"> • 9 • 10 • 100 • 20
13	Week 13	24. The Physical Examination	<ul style="list-style-type: none"> • Quick Checks • Certification Review • Apply Yourself • Test Yourself 	<ul style="list-style-type: none"> • 9 • 10 • 100 • 20
14	Week 14	25. Obstetrics and Gynecology	<ul style="list-style-type: none"> • Quick Checks • Certification Review • Apply Yourself • Test Yourself 	<ul style="list-style-type: none"> • 12 • 10 • 100 • 20
15	Week 15	26. Pediatrics	<ul style="list-style-type: none"> • Quick Checks • Certification Review • Apply Yourself • Test Yourself 	<ul style="list-style-type: none"> • 9 • 10 • 100 • 20
16	Week 16	27. Male Reproductive System	<ul style="list-style-type: none"> • Quick Checks • Certification Review • Apply Yourself • Test Yourself 	<ul style="list-style-type: none"> • 9 • 10 • 100 • 20
17	Week 17	28. Gerontology	<ul style="list-style-type: none"> • Quick Checks • Certification Review • Apply Yourself • Test Yourself 	<ul style="list-style-type: none"> • 5 • 10 • 100 • 20

18	Week 18	29. Examinations and Procedures of Body Systems	<ul style="list-style-type: none"> • Quick Checks • Certification Review • Apply Yourself • Test Yourself 	<ul style="list-style-type: none"> • 12 • 10 • 100 • 20
19	Week 19	30. Assisting with Minor Surgery	<ul style="list-style-type: none"> • Quick Checks • Certification Review • Apply Yourself • Test Yourself 	<ul style="list-style-type: none"> • 12 • 10 • 100 • 20
20	Week 20	31. Diagnostic Imaging	<ul style="list-style-type: none"> • Quick Checks • Certification Review • Apply Yourself • Test Yourself 	<ul style="list-style-type: none"> • 9 • 10 • 100 • 20
21	Week 21	32. Rehabilitation and Therapeutic Modalities	<ul style="list-style-type: none"> • Quick Checks • Certification Review • Apply Yourself • Test Yourself 	<ul style="list-style-type: none"> • 5 • 10 • 100 • 20
22	Week 22	33. Nutrition in Health and Disease	<ul style="list-style-type: none"> • Quick Checks • Certification Review • Apply Yourself • Test Yourself 	<ul style="list-style-type: none"> • 6 • 10 • 1 • 20
23	Week 23	34. Basic Pharmacology	<ul style="list-style-type: none"> • Quick Checks • Certification Review • Test Yourself 	<ul style="list-style-type: none"> • 5 • 10 • 20
24	Week 24	35. Calculation of Medication Dosage and Medication Administration	<ul style="list-style-type: none"> • Quick Checks • Certification Review • Apply Yourself • Test Yourself 	<ul style="list-style-type: none"> • 9 • 10 • 100 • 20
25	Week 25	36. Cardiac Procedures	<ul style="list-style-type: none"> • Quick Checks • Certification Review • Apply Yourself • Test Yourself 	<ul style="list-style-type: none"> • 9 • 10 • 100 • 20
26	Week 26	37. Regulatory Guidelines for Safety and Quality in the Medical Laboratory	<ul style="list-style-type: none"> • Quick Checks • Certification Review • Apply Yourself • Test Yourself 	<ul style="list-style-type: none"> • 8 • 10 • 1 • 20
27	Week 27	38. Introduction to the Medical Laboratory	<ul style="list-style-type: none"> • Quick Checks • Certification Review • Apply Yourself • Test Yourself 	<ul style="list-style-type: none"> • 8 • 10 • 100 • 20
28	Week 28	39. Phlebotomy: Venipuncture and Capillary Puncture	<ul style="list-style-type: none"> • Quick Checks • Certification Review • Apply Yourself • Test Yourself 	<ul style="list-style-type: none"> • 9 • 10 • 100 • 20
29	Week 29	40. Hematology	<ul style="list-style-type: none"> • Quick Checks • Certification Review • Apply Yourself • Test Yourself 	<ul style="list-style-type: none"> • 9 • 10 • 100 • 20
30	Week 30	41. Urinalysis	<ul style="list-style-type: none"> • Quick Checks • Certification Review • Apply Yourself • Test Yourself 	<ul style="list-style-type: none"> • 9 • 10 • 100 • 20
31	Week 31	42. Basic Microbiology	<ul style="list-style-type: none"> • Quick Checks • Certification Review • Apply Yourself • Test Yourself 	<ul style="list-style-type: none"> • 9 • 10 • 100 • 20

32	Week 32	43. Specialty Laboratory Tests	<ul style="list-style-type: none"> • Quick Checks • Certification Review • Apply Yourself • Test Yourself 	<ul style="list-style-type: none"> • 9 • 10 • 100 • 20
33	Week 33	44. The Medical Assistant as Clinic Manager	<ul style="list-style-type: none"> • Quick Checks • Certification Review • Apply Yourself • Test Yourself 	<ul style="list-style-type: none"> • 9 • 10 • 100 • 20
34	Week 34	45. The Medical assistant as Human Resources Manager	<ul style="list-style-type: none"> • Quick Checks • Certification Review • Apply Yourself • Test Yourself 	<ul style="list-style-type: none"> • 9 • 10 • 1 • 20
35	Week 35	Go over NHA study guide and testing strategies. Learn about test anxiety and how to deal with it.		
36	Week 36	NHA Take a Baseline Practice Test NO CLASS	Practice Exam 1	
37	Week 37	Study Areas of weakness identified in practice tests.	NHA Practice Exam 2 Cengage Practice Exam	
38	Week 38	Study Areas of weakness identified in practice tests.	NHA Practice Exam 3	
39	Week 39	Study Areas of weakness identified in practice tests.		