

Clinical Medical Assistant Certification Course Syllabus

Includes 15 modules of right-sized content interwoven with interactivity and instant performance feedback.

Modules	Topics
<i>Pre-Professional Phase</i>	
Module 1 Introduction to Clinical Medicine	Lesson: Human Anatomy & Physiology Lesson: Pathophysiology of Human Disease Lesson: Medical Terminology Lesson: Medical Law & Ethics
Module 2 Patient Privacy & Safety HIPAA Standards	Lesson: HIPPA laws Lesson: Medical Documentation Lesson: Patient Education & Resources Lesson: Interpersonal Communication Lesson: Managing Referrals & Prescriptions



Module 3 Infection Control	Lesson: OSHA Regulations Lesson: Hand Hygiene & PPE Lesson: Blood Borne Pathogens Lesson: Standard Transmission-based Precautions Lesson: Needle-stick Safety & Prevention Lesson: Biomedical Waste Disposal
Module 4 Introduction to Clinical Pharmacology Medication Management	Lesson: Drug Classes Lesson: Pharmacokinetics & Pharmacodynamics Lesson: Understanding Prescriptions Lesson: 5 Rights of Medication Administration Lesson: Routes of Medication Administration Lesson: Medication Errors & Abbreviations Lesson: Clinical Pharmacology
Module 5 Healthcare Systems & Settings Patient-Centered Communication	Lesson: Healthcare Settings Lesson: Effective Patient Communication Lesson: Conducting Patient Interviews Lesson: Developing a Medical History Lesson: Medication Reconciliation
<i>Professional Phase</i>	



Module 6 Introduction to Clinical Medical Assisting Examinations & Diagnostic Procedures	Lesson: Duties of a Clinical Medical Assistant Lesson: Pulmonary Examinations & Procedures Lesson: Obstetrics & Gynecology (ObGYN) Lesson: Urology Examinations and Procedures Lesson: Evaluation & Care of Pediatric Patients Lesson: Evaluation & Care of Geriatric Patients Lesson: Orthopedics, Rehab, Physical Therapy
Module 7 Assessing Vital Signs	Lesson: Importance of Vital Signs Lesson: Equipment & Patient Preparation Lesson: Body Temperature Lesson: Pulse / Heart Rate Lesson: Respiration Lesson: Blood Pressure & Regulation Lesson: Oxygen Saturation Lesson: Assessing Pain
Module 8 Clinical Testing Laboratory Procedures	Lesson: Basics of Blood Lesson: Blood Specimen Collection & Processing Lesson: Venipuncture Lesson: Introduction to Vaccinations & Injections Lesson: Intramuscular Injections Lesson: Subcutaneous Injections



Module 9 Venipuncture & Blood Handling Administering Injections	Lesson: Basics of Blood Lesson: Blood Specimen Collection & Processing Lesson: Venipuncture Lesson: Introduction to Vaccinations & Injections Lesson: Intramuscular Injections Lesson: Subcutaneous Injections
Module 10 Surgical Asepsis Assisting with Surgical Procedures	Lesson: Modes of Sterilization Lesson: Setting up for Sterile Procedures Lesson: Patient Preparation Lesson: Assisting with Minor Surgical Procedures Lesson: Post Procedure Care
Module 11 Patient Care in Hospital Settings Nursing Homes	Lesson: Patient Hygiene Lesson: Ambulation / Transferring Lesson: Patient Positioning Lesson: Skin Assessment Lesson: Airway Management Lesson: Oxygen Therapy Lesson: Ostomy Care Lesson: Critically Ill Patient Care



Module 12 Administering Electrocardiogram (EKG / ECG) Cardiovascular Diagnostic Testing	Lesson: EKG & Cardiovascular Testing Lesson: Safety, Compliance, Patient Care Lesson: EKG Acquisition Lesson: Conducting EKG Testing Lesson: EKG Analysis & Interpretation
Module 13 American Heart Association (AHA) BLS Training	Lesson: Adult BLS Lesson: AED for Adults & Children Lesson: Child BLS Lesson: Infant BLS Lesson: AED for Infants Lesson: Special Considerations Lesson: Relief of Choking
Module 14 & 15 Course Review	Lesson: Clinical Medical Assistant Review Lesson: Care of Hospital Patients Review Lesson: EKG & Cardiovascular Diagnostics Review Lesson: 3-Full Length NHA Practice Tests
CCMA National Certification Exam	



Clinic Skills Covered

Module Name	Skills Presented
Clinical Communication	<ul style="list-style-type: none">• Patient Interview• Telehealth Appointment
Infection Control	<ul style="list-style-type: none">• Aseptic Handwash• Application and Removal of PPE• Instrument Sanitization• Instrument Sterilization
Vital Signs and Body Measurement	<ul style="list-style-type: none">• Height and Weight• Temperature• Pulse and Respiration• Blood Pressure• Pulse Oximetry
Eye and Ear Procedures	<ul style="list-style-type: none">• Visual Acuity• Eye Irrigation• Ear Irrigation
Minor Surgical Tasks	<ul style="list-style-type: none">• Sterile Procedure Preparation• Sterile Dressing Change• Staple and Suture Removal



Pediatric Procedures	<ul style="list-style-type: none"> • Infant Body Measurement • Immunizations
Cardiac and Respiratory Procedures	<ul style="list-style-type: none"> • 12-Lead Electrocardiogram • Baseline Pulmonary Function Test • Peak Flow Meter
OB-GYN Procedures	<ul style="list-style-type: none"> • Breast Self-Exam • Pap and Pelvic Exam
Phlebotomy and Related Tests	<ul style="list-style-type: none"> • ETS Collection • Syringe Collection and Blood Transfer • Winged Infusion Set Collection • Capillary Puncture and Glucose Test
Urine Collection and Analysis	<ul style="list-style-type: none"> • Clean Catch Midstream Urine Specimen • Physical and Chemical Urinalysis
Laboratory Tests	<ul style="list-style-type: none"> • Throat Specimen and Rapid Strep Test • Nasopharyngeal Specimen • Fecal Occult Blood Test • HCG Pregnancy Test
Pharmacology	<ul style="list-style-type: none"> • Oral Medication • Injectable Medication Preparation • Intradermal Injection • Subcutaneous Injection • Intramuscular Injection



What's Included in the Course

Fundamental Knowledge for Medical Assistants	
Module-Based Interactive Learning	
Patient Simulation Platform	
Online Seminars and Discussions	
Instructor Support and Feedback	
Expert Certification Exam Prep	
Comprehensive Study Guides	
Competency Assessments	4 Practice Tests
Leading Industry Certification Exam	National Health Career Association Exam (CCMA)
Hands-On Training and Experimental Learning	
Optional Externship Placement	Urgent Care Clinics Nationwide



CCMA National Certification Exam

Certification Exam Administered by National HealthCareer Association (NHA)

Upon successful completion of all course modules, students will be eligible to sit for the nationally NCCA-accredited certification exam at a PSI testing center or proctored online. The CCMA exam is 150 questions with an allowed time of 3 hours.

Test takers can expect to cover questions related to these topics:

- Anatomy and physiology
- Pathophysiology of human disease
- Medical ethics, HIPAA
- Infection control, OSHA
- Pharmacology
- Patient communication
- Clinical patient care
- Diagnostic procedures

ACT's CCMA exam pass rate (first attempt): 97%.

Consistently above the national average

