 **Medical Assistant Apprenticeship**

# Program Description

Federally Registered with the US Department of Labor. Complete your Medical Assistant training in this accelerated program for current health care professionals. Achieve clinical and administrative skills necessary for this high demand career. Under the supervision of health care providers, medical assistants are a valued support member for the health care team. Doctors, nurses, and other team members rely on the medical assistant to provide clinical services for patients and ensure the clinic flows smoothly.

# Prerequisites

High School Diploma or equivalent. Must be employed in a medical facility that has access to a Clinical Preceptor. Must be 18 years or older to sit for the NHA CCMA exam. Optional Online Learning available for those living greater than 50 miles outside of the Greater Coeur d’Alene metro area. Contact [wtc\_healthcareers@nic.edu](mailto:wtc_healthcareers@nic.edu) for more information.

# Program Components & Learning Outcomes

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| Medical Terminology |
| Anatomy & Physiology |
| Introduction to Medical Assistant |
| Patient Education & Workplace Safety |
| Administrative Duties and Office Management |
| Introduction to Medical Billing and Coding |
| Nutrition/Mental Health |
| Pharmacology & Dosage Calculation |
| Phlebotomy for Medical Assistants |
| Clinical Medical Assistant Duties |

\*An 80% or better cumulative score on each component and satisfactory completion of skill competency objectives/check off must be achieved to successfully complete the program.

Upon successful completion of the Medical Assistant Fast Track program, the student will be able to:

1. Demonstrate competency as defined by Medical Assisting Standards in the cognitive (knowledge), psychomotor (skills) and affective (behavior) learning domains.
2. Perform administrative and clinical skills within the scope of practice of an entry level medical assistant under the direction of a health care provider.
3. Demonstrate professionalism and multicultural sensitivity while interacting and communicating with providers, staff and patients.
4. Display professionalism and ethical behavior in appearance, job performance, written and verbal communication, and participate as a team member within various health care settings.
5. Demonstrate patient education and workplace safety.
6. Qualify for employment by achieving the required CCMA credential through examination by NHA.
7. Describe maintenance of credential through continuing education and benefit of active membership in professional associations.

# Program Length

Students will complete online course work outside of class, meet once or twice per week in the lab for in depth exploration of material, applying real world scenarios, engaging in critical thinking activities and practice competency skills. Students will work closely with their Clinical Preceptors in clinical skills introduced in class. This is a competency-based program utilizing the Clinical Preceptor with the student works as an extension of the course instructors

* 8.5 months
* 760 total hours
* Plan for 12-16 hours per week for online course work.
* 8-hour lab session(s) per week

# Tuition

* 3, 995.00
* Includes the following:
  + Pearson’s Comprehensive Medical Assisting Fourth Edition Textbook Bundle
  + Pearson’s Medical Language Fourth Edition Textbook Bundle
  + CCMA Exam Preparation Study Guide with Practice Tests
  + Certification Exam Fee through NHA
  + Blood Pressure Cuff & Stethoscope
  + Drug Screening
  + Background Check