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	 Quick Checks 	• 9
			 Certification Review 	• 10
			 Apply Yourself 	• 100
			 Test Yourself 	• 20
3	Week 3	2. Health Care Settings and the	 Quick Checks 	• 9
		Health Care Team	 Certification Review 	• 10
			 Apply Yourself 	• 100
			 Test Yourself 	• 20

4	Mode 4	3. Coping Skills for the Medical	Quick Checks	• 9
4	Week 4	Assistant	Certification Review	• 10
		Assistant	 Apply Yourself 	• 100
			• Test Yourself	• 20
5	Week 5	4. Therapeutic Communication	Quick Checks	• 9
) 3	weeks	Skills	Certification Review	• 10
		Skiiis	Apply Yourself	• 100
			• Test Yourself	• 20
6	Week 6	5. The Therapeutic Approach to the	Quick Checks	• 8
0	week o	Patient with a Life-Threatening	Certification Review	• 10
		Illness	 Apply Yourself 	• 100
		inness	• Test Yourself	• 20
7	Week 7	6. Legal Considerations	Quick Checks	• 9
'	week /	o. Legal Considerations	Certification Review	• 10
				• 100
			Apply YourselfTest Yourself	• 20
	M/s al. 0	7. Ethical Considerations	• Quick Checks	• 8
8	Week 8	7. Eulicai Considerations	• Certification Review	• 10
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9	Week 9	8. Emergency Procedures and First Aid	 Quick Checks Certification Review	• 10
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10	Week 10	21. Infection Control and Medical	 Quick Checks Certification Review	10
		Asepsis		• 100
			Apply YourselfTest Yourself	• 20
11	Week 11	22 The Petient History and	• Quick Checks	• 9
11	Week 11	22. The Patient History and Documentation	 Quick Checks Certification Review 	• 10
		Documentation	 Apply Yourself 	• 100
			• Test Yourself	• 20
12	Week 12	23. Vital Signs and Measurements	Quick Checks	• 9
12	Week 12	25. Vital Signs and Measurements	Certification Review	• 10
			 Apply Yourself 	• 100
			• Test Yourself	• 20
13	Week 13	24. The Physical Examination	Quick Checks	• 9
13	Meek 12	24. The Fifysical Examination	Certification Review	• 10
			Apply Yourself	• 100
			• Test Yourself	• 20
14	Week 14	25. Obstetrics and Gynecology	Quick Checks	• 12
14	WEEK 14	25. Costelles and Cynecology	Certification Review	• 10
			Apply Yourself	• 100
			• Test Yourself	• 20
15	Week 15	26. Pediatrics	Quick Checks	• 9
13	WCCK 13		Certification Review	• 10
			Apply Yourself	• 100
			• Test Yourself	• 20
16	Week 16	27. Male Reproductive System	Quick Checks	• 9
	WEEK 10		Certification Review	• 10
			Apply Yourself	• 100
			• Test Yourself	• 20
17	Week 17	28. Gerontology	Quick Checks	• 5
	I CCK I	707	Certification Review	• 10
			Apply Yourself	• 100
			• Test Yourself	• 20
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Week 24				 Certification Review 	• 10
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** *				 Certification Review 	• 10
** *				 Apply Yourself 	• 100

32	Week 32 Week 33	43. Specialty Laboratory Tests 44. The Medical Assistant as Clinic	 Quick Checks Certification Review Apply Yourself Test Yourself Quick Checks 	• 9 • 10 • 100 • 20
		Manager	Certification ReviewApply YourselfTest Yourself	• 10 • 100 • 20
34	Week 34	45. The Medical assistant as Human Resources Manager	 Quick Checks Certification Review Apply Yourself Test Yourself	• 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.		