



Clinical Medical Assistant Certification Course Syllabus

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

Pre-Professional Phase

Modules	Topics (Lessons)
<div>01</div> Introduction to Clinical Medicine	<div>01</div> Human Anatomy & Physiology <div>02</div> Pathophysiology of Human Disease <div>03</div> Medical Terminology <div>04</div> Medical Law & Ethics
	Week 1
<div>02</div> Patient Privacy & Safety HIPAA Standards	<div>01</div> HIPPA laws <div>02</div> Medical Documentation <div>03</div> Patient Education & Resources <div>04</div> Interpersonal Communication <div>05</div> Managing Referrals & Prescriptions
	Week 1
<div>03</div> Infection Control	<div>01</div> OSHA Regulations <div>02</div> Hand Hygiene & PPE <div>03</div> Blood Borne Pathogens <div>04</div> Standard Transmission-based Precautions <div>05</div> Needle-stick Safety & Prevention <div>06</div> Biomedical Waste Disposal
	Week 2
<div>04</div> Introduction to Clinical Pharmacology Medication Management	<div>01</div> Drug Classes <div>02</div> Pharmacokinetics & Pharmacodynamics <div>03</div> Understanding Prescriptions <div>04</div> 5 Rights of Medication Administration <div>05</div> Routes of Medication Administration <div>06</div> Medication Errors & Abbreviations <div>07</div> Clinical Pharmacology
	Week 2

Syllabus

Modules

Lessons

Professional Phase

05	Healthcare Systems & Settings Patient-Centered Communication	01 Healthcare Settings 02 Effective Patient Communication 03 Conducting Patient Interviews 04 Developing a Medical History 05 Medication Reconciliation	Week 3
06	Introduction to Clinical Medical Assisting Examinations & Diagnostic Procedures	01 Duties of a Clinical Medical Assistant 02 Pulmonary Examinations & Procedures 03 Obstetrics & Gynecology (ObGYN) 04 Urology Examinations and Procedures 05 Evaluation & Care of Pediatric Patients 06 Evaluation & Care of Geriatric Patients 07 Orthopedics, Rehab, Physical Therapy	Week 3
07	Assessing Vital Signs	01 Importance of Vital Signs 02 Equipment & Patient Preparation 03 Body Temperature 04 Pulse / Heart Rate 05 Respiration 06 Blood Pressure & Regulation 07 Oxygen Saturation 08 Assessing Pain	Week 4
08	Clinical Testing Laboratory Procedures	01 Basics of Blood 02 Blood Specimen Collection & Processing 03 Venipuncture 04 Introduction to Vaccinations & Injections 05 Intramuscular Injections 06 Subcutaneous Injections	Week 4
09	Venipuncture & Blood Handling Administering Injections	01 Basics of Blood 02 Blood Specimen Collection & Processing 03 Venipuncture 04 Introduction to Vaccinations & Injections 05 Intramuscular Injections 06 Subcutaneous Injections	Week 5

Syllabus

Modules	Lessons
10 Surgical Asepsis Assisting with Surgical Procedures	01 Modes of Sterilization 02 Setting up for Sterile Procedures 03 Patient Preparation 04 Assisting with Minor Surgical Procedures 05 Post Procedure Care Week 5
11 Patient Care in Hospital Settings Nursing Homes	01 Patient Hygiene 02 Ambulation / Transferring 03 Patient Positioning 04 Skin Assessment 05 Airway Management 06 Oxygen Therapy 07 Ostomy Care 08 Critically Ill Patient Care Week 6
12 Administering Electrocardiogram (EKG / ECG) Cardiovascular Diagnostic Testing	01 EKG & Cardiovascular Testing 02 Safety, Compliance, Patient Care 03 EKG Acquisition 04 Conducting EKG Testing 05 EKG Analysis & Interpretation Week 6
13 American Heart Association (AHA) BLS Training	01 Adult BLS 02 AED for Adults & Children 03 Child BLS 04 Infant BLS 05 AED for Infants 06 Special Considerations 07 Relief of Choking Week 7
14,15 Course Review	01 Clinical Medical Assistant Review 02 Care of Hospital Patients Review 03 EKG & Cardiovascular Diagnostics Review 04 3-Full Length NHA Practice Tests Week 8

Clinic Skills Covered



Module Name

Skills Presented

Clinical
Communication

01

- 01 Patient Interview
- 02 Telehealth Appointment

Infection
Control

02

- 01 Aseptic Handwash
- 02 Application and Removal of PPE
- 03 Instrument Sanitization
- 04 Instrument Sterilization

Vital Signs & Body
Measurement

03

- 01 Height and Weight
- 02 Temperature
- 03 Pulse and Respiration
- 04 Blood Pressure
- 05 Pulse Oximetry

Eye and Ear
Procedures

04

- 01 Visual Acuity
- 02 Eye Irrigation
- 03 Ear Irrigation

Minor Surgical
Tasks

05

- 01 Sterile Procedure Preparation
- 02 Sterile Dressing Change
- 03 Staple and Suture Removal

Pediatric
Procedures

06

- 01 Infant Body Measurement
- 02 Immunizations

Clinic Skills Covered



Module Name

Skills Presented

Cardiac & Respiratory
Procedures

07

- 01 12-Lead Electrocardiogram
- 02 Baseline Function Test
- 03 Peak Flow Meter

OB-GYN
Procedures

08

- 01 Breast Self-Exam
- 02 Pelvic exam and pap smear

Phlebotomy &
Related Tests

09

- 01 ETS Collection
- 02 Syringe Collection and Blood Transfer
- 03 Winged Infusion Set Collection Capillary
- 04 Puncture and Glucose Test

Urine Collection
and Analysis

10

- 01 Clean Catch Midstream Urine
- 02 SpecimenPhysical and Chemical Urinalysis

Laboratory
Tests

11

- 01 Throat Specimen and Rapid Strep Test Nasopharyngeal
- 02 Specimen
- 03 Fecal Occult Blood Test
- 04 HCG Pregnancy Test

Pharmacology

12

- 01 Oral Medication
- 02 Injectable Medication Preparation
- 03 Intradermal Injection
- 04 Subcutaneous Injection
- 05 Intramuscular Injection

CCMA National Certification Exam



Certification Exam Administered by National HealthCareer Association (NHA)

Upon completing 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



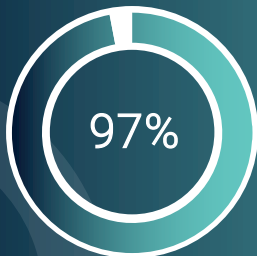
Patient
communication



Clinical patient care



Diagnostic
procedures



**ACT's CCMA Exam Pass Rate
(first attempt)**

Consistently perform above the national average

What's Included in the Course

Fundamental Knowledge for Medical Assistants

- 01** | Module-Based Interactive Learning
- 02** | Patient Simulation Platform
- 03** | Online Seminars and Discussions
- 04** | Instructor Support and Feedback



Comprehensive
Study Guides



Competency
Assessments

4 Practice Tests



Leading Industry
Certification
Exam

*National Health Career
Association Exam
(CCMA)*

Expert
Certification
Exam Prep



Hands-On Training and Experimental Learning

Optional Externship Placement

Assignment and Activity List



MODULE

Assignment

01

- 01 Major Chronic Diseases Knowledge Check Quiz
- 02 Knowledge Check

02

- 01 Discussion Activity: HIPPA Privacy Rule
- 02 HIPPA Quiz
- 03 Discussion Activity: Clinical Documentation in the Healthcare Environment
- 04 Knowledge Check
- 05 Written Assignment: At the Clinic

MODULE

Assignment

03

- 01 Written Assignment: Infection Control Case Study
- 02 Interactive Assignment: Personal Protective Equipment (PPE)
- 03 Clinic Simulation: Infection Control
- 04 Knowledge Check

04

- 01 Interactive Assignment: Medication Administration
- 02 Knowledge Check
- 03 Case Study challenge: Anti-Hypertensive Drugs
- 04 Knowledge Check
- 05 Clinic Simulation: Pharmacology

05

- 01 Clinic Simulation: Clinic Communication
- 02 Simulation: Emotional Intelligence & Conflict Management
- 03 Trauma Informed Care Lesson & Discussion Activity
- 04 Diversity in Medicine Discussion Activity
- 05 Cultural Competency Assignment
- 06 Pre-professional Phase/ Pre-Clinical Quiz

06

- 01 Interactive Assignment: Peak Flow Monitoring & Interpretation
- 02 Critical Thinking Discussion: Spirometry Testing
- 03 Clinic Simulation Laboratory: Respiratory Procedures
- 04 Knowledge Check
- 05 Interactive Assignment: Insertion of Indwelling Catheter
- 06 Blood Screening of the Newborn Discussion Post
- 07 Clinic Simulation: Pediatric Procedures
- 08 Field Application Challenge: Assisting Pediatric Patients

MODULE

Assignment

07

- 01 Interactive Assignment: Temperature Monitoring
- 02 Discussion Activity- Monitoring Body Temperature
- 03 Pulse Summary and Discussion Activity
- 04 Blood pressure Skill Practice
- 05 Research Assignment- Errors in Blood Pressure Measurement
- 06 O2 Saturation & Interactive Assignment
- 07 Clin Simulation: Vital signs & Body Measurement

08

- 01 Activity: Testing & Laboratory Procedures
- 02 Discussion Activity: Urinalysis
- 03 Clinic Simulation Urine Collection & Analysis
- 04 Knowledge Check
- 05 Laboratory: Lab tests & Procedures
- 06 Clinic Simulation: Eye & Ear Procedures
- 07 Testing and Lab procedures Quiz
- 08 NHA Study Guide Assignments

09

- 01 Patient Scenario Discussion Activity- Hemoglobin A1c
- 02 Interactive Assignment: Blood Culture Sampling
- 03 NHA Portal: Phlebotomy Lesson & Quiz
- 04 Clinical Simulation: Phlebotomy & Related Testing
- 05 Discussion Activity: Administering IM Injections
- 06 Subcutaneous Injection & Interactive Assignment
- 07 Clinic Simulation: Administering Injections
- 08 NHA CCMA Study Guide

10

- 01 Interactive Assignment: Preparation for Aseptic Procedures
- 02 NHA Infection Control Lesson
- 03 Infection Control Quiz
- 04 #2 Pepping for Minor Surgical Procedures
- 05 Medical & Surgical Asepsis Summary & Discussion Activity
- 06 Knowledge Check
- 07 Clinic Simulation: Minor Surgical Tasks
- 08 NHA CCMA Study Guide Assignments

MODULE

Assignment

11

- 01 NHA Portal: General Patient Care
- 02 Patient Positioning Assignment
- 03 Patient Hygiene
- 04 Discussion Activity: Patient Hygiene
- 05 Discussion Activity- Postural Orthostatic Tachycardia Syndrome
- 06 Skin Assignment
- 07 General Patient Care Quiz
- 08 O2 Therapy, Hypoxia & Interactive Assignment
- 09 Basic Airway Management
- 10 Principles of Nutrition in the Critically Ill
- 11 Nutrition Quiz
- 12 #8 Nutrition via NHA Portal
- 13 NHA CCMA Study Guide

12

- 01 Interactive Activity: Cardiology Basics
- 02 Interactive activity: The 12 Lead ECG
- 03 Clinic Simulation: Cardiac Procedures
- 04 Acquisition of an Electrocardiogram
- 05 NHA CCMA Study Guide Assignments

13

- 01 BLS Training

14

- 01 NHA CCMA Practice Exams