Clinical Medical Assistant II
Program Syllabus

Total In Class Clock Hours: 1111
Assigned Course Preparation Clock Hours: 305
Academic Credits: 61

Prerequisites: High School Diploma or GED

Program Description
NTI’s Clinical Medical Assistant II program combines classroom instruction and off-site clinical externships to provide students with a comprehensive learning experience. The program covers both medical administration and clinical instruction. The medical administration portion of the training involves computer applications, coding & billing, office procedures, the role of the medical assistant and more. Clinical instruction provides hands-on training of the procedures and skills necessary for assisting the physician.

Program Objectives
• Students will become qualified to work as an entry-level Clinical Medical Assistant, an Administrative Medical Assistant, a Medical Receptionist, a Medical Insurance Biller, and a Medical Records Specialist in physicians’ offices, outpatient care centers, hospitals, chiropractors, nursing homes, and more.
• Prepare students to take medical histories and recording vital signs, explaining treatment procedures to patients, preparing patients for examinations, and assisting physicians during examinations.

Methods of Instruction
†Clinical Skills portion is taught in a classroom, combining both lecture and hands-on training.

‡Externship is hands on experience off campus. They are not guaranteed or included in the total number of hours.

*All courses are computer based and instructor lead which consists of: One-on-one Instruction, textbooks and workbooks, scheduled lectures, interactive courseware and content through our LMS (Learning Management System), and measurement testing to reinforce content.

Program Outline

HI T-109
Course Title: HIPAA & Legal Aspects
In Class Clock Hours: 50
Assigned Course Preparation Clock Hours: 15
Ethical and legal rules concerning the confidentiality of health information is presented with particular emphasis on the Health Insurance Portability & Accountability Act. Background material will include operation of the legal system and principles of legal liability.

CSC-110
Course Title: The Microcomputer and its Applications
In Class Clock Hours: 75
Assigned Course Preparation Clock Hours: 20
Students will learn to work personal computers using Microsoft Windows to manage information and run programs. The course then progresses to an introduction to the Internet, Internet basics, Word, Excel, PowerPoint and practical exercises.

Text Books:

BUS-121
Course Title: Business Writing
In Class Clock Hours: 75
Assigned Course Preparation Clock Hours: 20
The purpose of this course is to introduce students to the basic principles of business and technical writing, coupled with an integration of different writing formats commonly used in the business world.

Text Book: Business and Technical Writing (text available from our lending library / see your instructor)

PRO-MED
Course Title: Professional Development for Allied Health
In Class Clock Hours: 50
Assigned Course Preparation Clock Hours: 15
This course addresses how to cope with difficult co-workers and managing stress in the workplace, interpersonal communication, business writing, resume writing, interviewing techniques, and how to manage your job search.


HIM-101
Course Title: Principles of Health Information
In Class Clock Hours: 75
Assigned Course Preparation Clock Hours: 20
This course prepares the student to work with commercial software used in the medical offices of today. Computerized medical billing, patient scheduling, and basic management concepts are just some of the topics that will be covered. The course also covers the development of organization, record storage, information management, and office administration skills.

SCI-107
Course Title: Medical Terminology
In Class Clock Hours: 75
Assigned Course Preparation Clock Hours: 20
This course will teach the student how to identify, spell and define medical terms related to the diagnosis, health, disease, and treatment of the major body systems. The body system, structures and functions and how they are used by specialists, as well as in diagnostic and treatment procedures are covered.


SCI-135
Course Title: Anatomy & Physiology I
In Class Clock Hours: 75
Assigned Course Preparation Clock Hours: 20
The anatomy and physiology of the human body is presented as an integrated science. Each major body system is described and analyzed to illustrate normal function as well as pathology. Topics include basic biochemical elements, skin, bone, muscles, the nervous system, the senses and the endocrine system.


SCI-136
Course Title: Anatomy & Physiology II
In Class Clock Hours: 75
Assigned Course Preparation Clock Hours: 20
Anatomy and Physiology II continues the introduction to the structure and function of the human body that was begun in A&P I. A&P II also uses the body systems approach and will cover cardiovascular, lymphatic/immune, respiratory, digestive, urinary, and reproductive systems.


SCI-104
Course Title: Pharmacology for Allied Health
In Class Clock Hours: 50
Assigned Course Preparation Clock Hours: 15
This course is designed to study drugs and their origin, nature and effects on living organisms. Understand prescription orders, skill in delivery and patient education. This course will also discuss the various routes of administration, which body system they effect and drug classifications.


HIT-203
Course Title: Medical Coding I
In Class Clock Hours: 75
Assigned Course Preparation Clock Hours: 20
This course covers the basics of coding, exploration of the ICD-9-CM and CPT manuals, examination of specialty areas such as cardiology, and obstetrics/gynecology, radiology, pathology, and lab work.

HIT-204
Course Title: Medical Coding II
In Class Clock Hours: 125
Assigned Course Preparation Clock Hours: 40
This course is designed to prepare students for employment as coders in physicians’ offices, ambulatory centers, health care organizations, and insurance companies. The course features the more advanced concepts of ICD-9-CM, CPT, HCPCS, intro to ICD-10-CM, and reimbursement procedures.


HIT-109
Course Title: Medical Billing
In Class Clock Hours: 75
Assigned Course Preparation Clock Hours: 20
This course emphasized physician based medical billing. Clear and practical guidelines introduce the student to job responsibilities and basic processes comprising the medical billing world. Case studies and application tools offer practice on actual forms to build confidence in knowledge and skills.


†CLC-001
Course Title: Medical Assisting Skills
In Class Clock Hours: 236
Assigned Course Preparation Clock Hours: 60
This course includes aspects of phlebotomy and EKG training including the latest NCCLS guidelines for venipuncture and skin puncture, new safety issues and equipment, NAACLS competencies, lab computerization information, legal issues and diagnostic tests of the most current testing protocols. Other skills that will be taught are interviews with patients, measuring vital signs, preparing treatment rooms including cleaning and sterilizing medical equipment.

Text Books:

A USB/flash drive is needed for the duration of the program to save work/notes.

Clinical Skill class hours
Full-time is Mon/Tues/Thurs: 8:00am-4:00pm.
Half-time is Mon/Tues/Thurs: 5:30pm-8:30pm.

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†† CMA-EXT
Course Title: Clinical Medical Assistant Externship
Hours/Credits: 40-120
The externship would provide on the job experience in the field.

National Certification

American Medical Technologist (AMT)
For more information: www.americanmedtech.org

And/Or:

National Healthcare Association (NHA) certification
For more information: www.nhanow.com

Clinical Skill Class Hours
Full-time is Mon/Tues/Thurs: 8:00am-4:00pm.
Half-time is Mon/Tues/Thurs: 5:30pm-8:30pm.

†† CMA-EXT
Course Title: Clinical Medical Assistant Externship
Hours/Credits: 40-120
The externship would provide on the job experience in the field.

National Certification

American Medical Technologist (AMT) Certification
Please visit the AMT website for more information: www.americanmedtech.org

National Healthcare Association (NHA) certification
Please visit the NHA website for more information: www.nhanow.com