



Medical Assisting - CCMA

Fall or Spring
14 Weeks

Tuesdays & Wednesdays 6 – 10 pm
Thursdays - flexible online assignment due at 9 pm

Training Cost: \$2800 – Free to Qualified Applicants

- Cost includes everything a student needs for the class **EXCEPT** required scrubs (any style/color) and shoes (black or white athletic-no cloth)

Grant Information:

- **Grants are not competitive, everyone who qualifies gets the grant to cover the cost of the class.**
- **Grants are designed for workforce development, to start or enhance your career path.**
- **Students must complete a TABE assessment and earn qualifying scores.**
- **Attending the class orientation, signing a student contract & attendance agreement and completing an online employability skills program is required.**

Physical Requirements:

- Ability to: stand for 2 + hours / bend / lean over / squat / use fingers, hands & arms for tasks
- Ability to practice blood draws and immunizations on other students
- Hepatitis B Vaccine (HBV) – due to occupational exposure to bloodborne pathogens
- TB Test

Prerequisites:

- High School Diploma or High School Equivalency Diploma
- Computer & Reliable Internet

Medical Assisting Course Description

Medical Assistants (CCMAs) are a vital part of clinical patient care and are trained to perform many different tasks, so they are in great demand in the workforce.

This course will prepare students to earn the [National Healthcareer Association \(NHA\) CCMA Certification](#) through study of:

- **Anatomy and Physiology**
- **Medical Terminology**
- **Pharmacology**
- **Phlebotomy**
- **Basic Surgical Assisting**
- **Patient Care**
- **Clinical Courses**
- **Office Administration**

INTERESTED IN THIS CLASS? Go to <https://centralnineadulted.org/careers/> to register.

Central Nine Career Center Adult Education
1999 US 31 S, Greenwood IN 46143 /317-888-4401 x222

IMPORTANT TO KNOW

- Students are required to sign a liability agreement (sample upon request or see at your orientation)
- Students are required to sign an attendance agreement. This class requires perfect attendance. While we understand emergencies can happen, missed classes are difficult to make-up, so must be rare. (sample upon request or see at your orientation)
- This class is 14 weeks, 168 class hours, with 6-8 hours of additional study time needed per week.
- Students must complete WIN Essential Soft Skills online training (outside of class).
- Students must wear hair pulled back No artificial nails allowed.
- Students practice blood draws and injections on each other – no exceptions.

More About Medical Assistants

- Starting hourly rates in Indiana are \$15 - \$18. With several years of experience, hourly rates can increase to \$26 - \$28+.
- Medical assistants work in well-lighted, clean environments. They constantly interact with other people and may have to handle several responsibilities at once.
- Most full-time medical assistants work a regular 40-hour week.
- Generally, work in a doctor's office or hospital setting.
- Must be able to work full days that include long periods of standing/walking.
- Must be able to deal with patients in a personal manner, yet be discreet and professional at all times.
- Maintain safe, secure, and healthy work environment by establishing and following standards and procedures and complying with legal regulations.
- Keep financial records or perform other bookkeeping duties, such as handling credit or collections or mailing monthly statements to patients.
- Students should have strong computer skills for learning and studying, as well as for preparing to work in a setting that uses a great of technology, including recording patients' medical information in electronic medical records (EMRs).

Why Earn a Medical Assistant Certification?

According to the [Bureau of Labor and Statistics](#) (BLS), employment of medical assistants is expected to grow 23 percent from 2014 to 2024, much faster than the average for all occupations, which are expected to grow around 7 percent.

Online job postings suggest an even more robust growth in MA employment than the BLS. Research by Gray Associates suggests in 2012 and 2013, MA job postings increased at least 9% each year. In 2014, postings increased 15% and a high annual growth rate continued in 2015.

Having a nationally accredited certification, like the CCMA, can help you stand out. Certification may also be required or preferred for certain job opportunities in the profession.

Many organizations are now offering career ladder opportunities for medical assistants with elevated responsibilities and pay. Elevated roles may include those of a scribe, health coach, patient navigator, population health manager and patient care coordinator.