

Medical Assistant Bootcamp

Modality: Self-Paced Bootcamp

Program Length: 16 Weeks

Program Description

The goal of the Medical Assistant program is to prepare competent, entry-level medical assistants with the knowledge, skills, and affective behavior to provide quality patient care. Students will be trained in all aspects of medical office practice including administrative tasks and back office clinical tasks. The program provides students with knowledge of anatomy and physiology, routine laboratory procedures and patient care procedures commonly performed in medical offices.

Program Objectives:

- Understand the current job market and opportunities for medical assistants.
- Compare and contrast allied health professions to gain an understanding of how they relate to medical assisting.
- Learn the credentialing process for medical assistants and its importance.
- Identify and master the general responsibilities and skills of a medical assistant.
- Gain knowledge of the structures and functions of all body systems.
- Learn diagnostic and treatment modalities for each body system.
- Understand the importance of diet and nutrition and apply a system of diet and nutrition.
- Comply with federal, state, and local health laws and regulations as they relate to healthcare settings.
- Demonstrate effective interpersonal skills with patients and health care team members.
- Learn clinical procedures such as assisting with specialty examinations and surgeries, preparing and administering medication, and recognizing and responding to medical emergencies.

Admission Requirements:

- Students must have HS Diploma or GED
- Students must be 18 years of age or older at the time of enrollment
- Students must present a valid ID for verification.

Pre-Requisites:

To ensure your success in this bootcamp, you should

- Have experience with basic computer user skills
- Be able to complete tasks
- Be able to search for, browse, and access information on the Internet
- Have basic knowledge of computing concepts

Associated Industry Certifications*:

Upon successful completion of all required courses, students will be eligible to take the Certified Medical Assistant Certification exam with National Healthcareer Association (NHA)

**1 Examination voucher included in the Program Fee. It is the student's responsibility to take all certification exams within twelve months of completion of their original program completion date at that time, all exam vouchers expire. The student is only allowed to sit for the Exam if the full payment is cleared and student scores a minimum of 85% scores in the Practice Exams.*

Required textbook(s):

Elsevier – Kinn's The Clinical Medical Assistant, 14th Edition

The textbook is provided by Health Tech Academy which is included in the cost of the program

Program Outline

Course	Number of hours
<p>General Orientation Describe the current employment outlook for the medical assistant Compare and contrast the allied health professions and understand their relation to medical assisting Describe and comprehend medical assistant credentialing requirements, the process to obtain the credential and the importance of credentialing List the general responsibilities and skills of the medical assistant</p>	12
<p>Anatomy and Physiology List all body systems and their structures and functions Describe common diseases, symptoms, and etiologies as they apply to each system Identify diagnostic and treatment modalities as they relate to each body system Apply a system of diet and nutrition Explain the importance of diet and nutrition Educate patients regarding proper diet and nutrition guidelines Identify categories of patients that require special diets or diet modifications</p>	18
<p>Medical Terminology Define and use the entire basic structure of medical terminology and be able to accurately identify the correct context (i.e., root, prefix, suffix, combinations, spelling and definitions) Build and dissect medical terminology from roots and suffixes to understand the word element combinations Apply medical terminology for each specialty Define and use medical abbreviations when appropriate and acceptable</p>	8

<p>Medical Law and Ethics</p> <p>Follow documentation guidelines</p> <p>Institute federal and state guidelines when:</p> <ul style="list-style-type: none"> Releasing medical records or information Entering orders in and utilizing electronic health records Follow established policies when initiating or terminating medical treatment Distinguish between employer and personal liability coverage Perform risk management procedures Comply with federal, state, and local health laws and regulations as they relate to healthcare settings Define the scope of practice for the medical assistant within the state were employed Describe what procedures can and cannot be delegated to the medical assistant and by whom within various employment settings Comply with meaningful use regulations Display compliance with the Code of Ethics of the profession Demonstrate compliance with HIPAA guidelines, the ADA Amendments Act, and the Health Information Technology for Economic and Clinical Health (HITECH) Act 	12
<p>Human Relations</p> <ul style="list-style-type: none"> Respond appropriately to patients with abnormal behavior patterns Provide support for terminally ill patients Use empathy when communicating with terminally ill patients Identify common stages that terminally ill patients experience List organizations and support groups that can assist patients and family members of patients experiencing terminal illnesses Assist the patient in navigating issues and concerns that may arise (i.e., insurance policy information, medical bills, and physician/provider orders) Adapt care to address the developmental stages of life Analyze the effect of hereditary and environmental influences on behavior Demonstrate an understanding of the core competencies for Interprofessional Collaborative Practice i.e., values/ethics; roles/responsibilities; interprofessional communication; teamwork Partner with health care teams to attain optimal patient health outcomes Display effective interpersonal skills with patients and health care team members Demonstrate cultural awareness 	26
<p>Pharmacology</p> <p>Identify drug classification, usual dose, side effects, and contraindications of the top most commonly used medications</p>	12

<p>Demonstrate accurate occupational math and metric conversions for proper medication administration</p> <p>Prescriptions</p> <p>Identify parts of prescriptions</p> <p>Identify appropriate abbreviations that are accepted in prescription writing</p> <p>Comply with legal aspects of creating prescriptions, including federal and state laws</p> <p>Properly utilize the Physician’s Desk Reference (PDR), drug handbooks, and other drug references to identify a drug’s classification, usual dosage, usual side effects, and contraindications</p>	
<p>Administrative Procedures</p> <p>Gather and process documents</p> <p>Navigate electronic health records systems and practice management software</p> <p>Perform billing and collection procedures</p> <p>Process insurance claims</p> <p>Apply scheduling principles</p> <p>Maintain inventory of equipment and supplies</p> <p>Display professionalism through written and verbal communications</p> <p>Perform basic computer skills</p>	12
<p>Clinical Procedures</p> <p>Practice standard precautions and perform disinfection/ sterilization techniques</p> <p>Obtain vital signs, obtain patient history, and formulate chief complaint</p> <p>Assist provider with general/physical examination</p> <p>Assist provider with specialty examination, including cardiac, respiratory, OB-GYN, neurological, and gastroenterology procedures</p> <p>Perform specialty procedures, including but not limited to minor surgery, cardiac, respiratory, OB-GYN, neurological, and gastroenterology</p> <p>Prepare and administer oral and parenteral medications and monitor intravenous (IV) infusions</p> <p>Recognize and respond to medical office emergencies</p> <p>Teach self-examination, disease management and health promotion</p> <p>Identify community resources and Complementary and Alternative Medicine practices (CAM)</p> <p>Make adaptations for patients with special needs (psychological or physical limitations)</p> <p>Make adaptations to care for patients across their lifespan</p>	30
<p>Medical Laboratory Procedures</p> <p>Practice quality control</p> <p>Perform selected CLIA-waived tests that assist with diagnosis and treatment</p> <p>Urinalysis</p>	16

Hematology testing Chemistry testing Immunology testing Microbiology testing Kit testing Dispose of biohazardous materials Collect, label, and process specimens Perform venipuncture Perform capillary puncture Perform wound collection procedures Obtain throat specimens for microbiologic testing Instruct patients in the collection of Clean-catch mid-stream urine specimens Collection of fecal specimens Collection of sputum specimens	
Career Development Perform the essential requirements for employment, such as resume writing, effective interviewing, dressing professionally, time management, and following up appropriately Demonstrate professional behavior Explain what continuing education is and how it is acquired	10
Required 1:1 Coaching Sessions	3
Skills Checklist	8
Certification Exam Review	12
Didactic Hours	179
Clinical Externship (Optional)	120
TOTAL HOURS	299

The approximate time required to complete this course is 16 weeks.

Program Fee*:	\$3,450.00
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**(Inclusive of registration, tuition fee, 1 exam cost, curriculum guides)*

Coaching Sessions:

Students will schedule five (5) one-on-one mentoring sessions with a Coach who will have 5+

years of Healthcare Professional experience.

Class Dates

Students may enroll and begin classes at any time. The start date is officially the date the enrollment agreement is accepted.