Clinical Medical Assistant (CCMA)

School: Anderson 1 & 2 Career and Technology Center
Instructor: Erika Scott, RN
Course Length: One Semester
Credits: 2 High School Credits
Certification: National Healthcare Association (NHA) – Certified Clinical Medical Assistant (CCMA)

Course Description

The Clinical Medical Assistant (CCMA) course prepares senior-level students for entry-level employment in a variety of healthcare settings and for the National Healthcare Association (NHA) CCMA certification exam. This course integrates foundational medical knowledge with hands-on clinical skills, administrative competencies, and professional behaviors required of today's medical assistants. Emphasis is placed on patient-centered care, safety, communication, professionalism, and adaptability within an evolving healthcare system.

General Requirements

- **Grade Level:** 12
- **Prerequisites:** Health Science 1 & Health Science 2
- **Recommended Preparation:**
    - Current First Aid and CPR Certification
    - Familiarity with medical terminology
    - Competency in vital signs and basic technical skills

Instructional Philosophy

Healthcare delivery in the United States is continuously evolving due to technological advancements and an increasingly diverse patient population. Students must be prepared to adapt to a variety of healthcare roles, requiring a solid foundation in science, mathematics, English, and computer skills.

This course combines lectures, demonstrations, hands-on skill practice, group work, and simulated clinical experiences. Students are expected to take responsibility for their learning, actively participate, and demonstrate professional behavior at all times.

Instructional Delivery Plan

- **Introduction to Assignments:** Course overview, syllabus review, grading policies, expectations, and certification requirements are explained at the beginning of the semester.

- **Class Operation:** Instruction includes direct teaching, demonstrations, and guided practice, along with structured **NHA online learning modules** aligned to the CCMA certification standards. Students will actively engage in coursework, collaborative activities, and a **clinical phase that provides hands-on, real-world experience** to develop and reinforce essential clinical and administrative skills. Students are responsible for active participation, planning, collaboration, and timely completion of all assigned work.

- **Monitoring & Evaluation:** Student progress is evaluated through completion of NHA modules, written assignments, skill demonstrations, and performance during the clinical phase. Students must use proper grammar and medical terminology and demonstrate competency in required skills. Ongoing feedback is provided through performance checks, clinical observations, class discussions, and formal assessments.

- **Certification Alignment:** Instruction and assessments align with the **NHA CCMA Test Plan** to prepare students for certification at the end of the semester.

Student Assessment Methods

- Group work / projects
- Individual assignments / written reports
- Skill demonstrations and performance assessments
- Tests and quizzes

Grading & Assessment Plan

Grading Scale

- **A:** 90–100
- **B:** 80–89
- **C:** 70–79
- **D:** 60–69
- **F:** 59 and below

Grade Breakdown

- **Tests / Projects:** 60%
- **Classwork / Homework / Quizzes / ERS:** 40%
- **Total:** 100%

Attendance Policy

Students are allowed **six (6) unexcused absences** during the semester. Exceeding this limit may result in loss of credit and/or removal from the course in accordance with school policy. Due to the hands-on nature of this course, attendance is critical for skill mastery and certification preparation.

Makeup and Late Work Policy

- Students are responsible for scheduling and completing any missed tests or quizzes upon returning to class.
- **Late work will have 10 points deducted per day** from the final grade when submitted past the due date.
- Assignments not completed may affect eligibility for certification testing

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Course Competencies & Content Outline

Instruction is aligned to the **NHA CCMA Detailed Test Plan**, including but not limited to the following domains:

1. Foundational Knowledge and Basic Science

- Healthcare systems, roles, scope of practice, insurance fundamentals
- Medical terminology and word building

- Basic pharmacology and medication safety
- Nutrition and patient education
- Psychology and mental health awareness

2. Anatomy & Physiology

- Body systems, structure and function
- Pathophysiology and disease processes
- Microbiology and infection principles

3. Clinical Patient Care

- Patient intake, vital signs, measurements, and documentation
- Assisting with examinations, procedures, and minor surgeries
- Medication administration (non-IV routes)
- Emergency response, first aid, CPR, and AED
- EHR/EMR documentation and CPOE

4. Infection Control

- OSHA standards, PPE, hand hygiene
- Sterilization, disinfection, and biohazard disposal
- Exposure control and safety logs

5. Testing and Laboratory Procedures

- CLIA-waived testing
- Specimen collection, processing, and transport
- Vision, hearing, allergy, and pulmonary testing

6. Phlebotomy

- Venipuncture and capillary puncture techniques
- Order of draw, specimen handling, and processing

- Patient safety and quality control

7. EKG & Cardiovascular Testing

- Patient preparation and lead placement
- Equipment operation and troubleshooting
- Recognition of abnormal rhythms

8. Patient Care Coordination & Education

- Preventive care and wellness
- Patient education strategies
- Community resources and continuity of care

9. Administrative Assisting

- Scheduling, insurance verification, billing, and coding
- Medical records management and compliance
- Inventory, safety, and office procedures

10. Communication & Customer Service

- Therapeutic communication
- Cultural competence and professionalism
- Conflict resolution and teamwork

11. Medical Law & Ethics

- HIPAA, informed consent, and patient rights
- Ethical decision-making
- Legal responsibilities and documentation

Professional Expectations

Students are expected to demonstrate professionalism at all times, including:

- Appropriate dress and hygiene
- Respectful communication
- Punctuality and preparedness
- Ethical behavior and confidentiality
- Responsible use of technology and social media

Certification Exam Information

- **Exam:** NHA Certified Clinical Medical Assistant (CCMA)
- **Format:** 150 scored questions + 30 pretest questions
- **Time Limit:** 3 hours
- **Exam Content:** Based on the NHA CCMA Test Plan and Job Analysis Study

Students who successfully complete the course and meet eligibility requirements will have the opportunity to sit for the CCMA certification exam at the end of the semester.