



Certified Medical Assistant Program (CMA)

Program goal

The goal of this highly enriching program is to prepare graduates to assist physicians and nurses in a variety of healthcare settings.

Program description

Students will learn how to assist physicians in performing functions related to both the business administration and clinical duties of a medical office. Students will also study the history and types of healthcare opportunities, professional workplace behavior, medical ethics and the legal aspects of a healthcare setting. Students will learn specific front and back office skills necessary for assisting physicians and nurses in clinical and office settings. Business administration instruction includes telephone communication techniques, insurance reporting, scheduling, medical coding (ICD-10 & CPT-4), billing, office accounting and medical record keeping- paper and electronic. Clinical instruction includes patient preparation for examination and treatment, routine laboratory procedures and the use of the electrocardiograph machine. They will learn how to take patient vital signs, perform EKGs, phlebotomy, urinalysis, administer injections and First Aid, assist with X-rays, give immunizations, assist the physician in minor surgeries and facilitate the rapport between physician and patient.

Program Duration: 24 weeks

Program Eligibility: Must be at least 18 years of age and have a GED or high school diploma

Tuition and fees: \$7,995 with payment plan available upon request. This cost includes a blood pressure cuff, a stethoscope, books, two sets of uniforms, and certification fee.

Certification

Graduates will receive the Medical Assisting Diploma and are eligible to become Certified Clinical Medical Assistants (CCMA), Certified Phlebotomy Technician (CPT), Certified Electrocardiogram Technician (CET) and Certified Medical Administrative Assistant (CMAA).

Program and schedule Flexibility

For financial and/or personal reasons some candidates may prefer to specialize in either the clinical or the administrative side. We accommodate these preferences by offering a 12 weeks medical office assistant program or a 12 weeks administrative medical office assistant program. Students may also take one part and join the work force and then complete the second part at a later time, depending on their availability. We have flexible day, evening and weekend program schedules.

Employment opportunities: Graduates from this high demand program may find employment with healthcare facilities such as hospitals, clinics, medical offices, long-term care facilities and more.

Newport Campus: 240 North James Street Suite B2 Newport, Delaware 19804 Phone: (302)-998-8166

Seaford Campus: 563 North Hall Street Seaford, Delaware 19973 Phone (302)-536-7719

Website: www.camtechedu.com Email: info@camtechedu.com