Medical assistants complete administrative and clinical tasks in the offices of physicians, hospitals, and other healthcare facilities. Northeastern Illinois University Clinical Medical Assistant program prepares you to enter one of the fastest growing professions in the healthcare industry. Our graduates are ready to enter the job market with a program involving classroom theory, simulations, lab procedures and externship.

The program prepares students to work with clinical coordinators or practice administrators. As a Clinical Medical Assistant, clinical duties vary according to state law and can include: taking medical histories and recording vital signs, explaining treatment procedures to patients, preparing patients for examination, and assisting the physician during the examination.

You will learn basic patient setup for triage care and perform routine administrative and clinical tasks to keep the offices of physicians and other health practitioners run smoothly.

You will also be involved in the practice and management of a medical office in areas such as receptionist duties, telephone techniques, appointment scheduling, verbal and written communications, medical and non-medical record management.

CLINICAL MEDICAL ASSISTANT COURSE BREAKDOWN:
• Contact Hours: 450 hours (mix of classroom and online)
• Externship Hours: Up to 160 hours

PROGRAM DETAILS:

• Perform primary nursing procedures under the supervision of a physician or physician assistant
• Assist physician and physician assistant in exam rooms
• Escort patients to exam rooms, interviews patients, measure vital signs, including weight, blood pressure, pulse, temperature, and document all information in patient's chart
• Give instructions to patients as instructed by a physician or physician assistant
• Ensure all related reports, labs and appointment details are available and filed in patients’ medical records
• Keep exam rooms stocked with adequate medical supplies, maintain instruments, and prepare sterilization as required
• Take telephone messages and provide feedback and answers to patient/physician/pharmacy calls
• Triage and process messages from patients and front office staff to physicians and physician assistants
• Maintain all logs and required checks (i.e. refrigerator temperatures, emergency medications, expired medications, oxygen, cold sterilization fluid change)
• All other duties as assigned by the clinical coordinator or practice administrator
SIMULATION PROGRAM:
With simulations as part of the program, interactive modules engage students to perform labs and procedures on patients in a virtual clinical setting. Students are able to study and experience each procedure in a rich variety of ways to optimize their learning. Text, video, anatomy, simulations, tutorials, and questions help guide students through each simulation module. Students achieve more in-depth learning with increased competence and confidence.

PREREQUISITES:
• At least 18 years of age
• High School Diploma/GED
• Proficient in English (reading, writing and speaking skills)
• Have suitable vision and hearing (normal or corrected)
• Have suitable psychomotor skills, hand-eye coordination, and finger agility
• Basic computer skills
• Daily access to reliable internet and laptop (preferred) or tablet
• Additional fees (up to $300) may be incurred by students, depending on externship site requirements:
  ▪ Successfully pass a criminal background check
  ▪ Successfully pass a drug screening
  ▪ Obtain immunizations required for externships
  ▪ Obtain Basic Life Support Certification for Health Professionals training

RECOMMENDED PREREQUISITES: Knowledge in basic sciences -
• Biology and Chemistry coursework
• Medical Terminology

SALARY:
Salary ranges from $23,830 – $45,900

Employers:
• Physician offices
• Public & Private hospitals
• Inpatient & Outpatient clinics
• Long-term care facilities
• Health Practitioners such as Chiropractic and Optometry offices
• College and university health facilities

This course prepares student to sit for the following certification exam:
Certified Clinical Medical Assistant Exam (CCMA) offered by National Healthcare and Association (NHA) www.nhanow.com

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