TRITON COLLEGE

CERTIFIED MEDICAL ASSISTANT

INFORMATION SESSION

J.P. Cody
WELCOME

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Medical Assistants are multi-skilled allied health care professional who perform clinical and administrative tasks in an outpatient setting under the supervision of a licensed medical provider, usually a physician.

- They assist physicians in the diagnosis and treatment of patients.
- They manage or assist in the management of medical office operations.
Duties vary according to clinic location, size, and specialty.

Typical Clinical Duties:
- Record patient medical histories.
- Measure vital signs and physical dimensions.
- Prepare for and assist with exam and treatment procedures.
- Collect and test laboratory specimens.
- Provide patient education.
- Prepare and administer medications.
- Perform diagnostic tests.

Typical Administrative Duties:
- Managing reception and office communications.
- Scheduling appointments.
- Maintaining medical records.
- Preparing financial records.
- Preparing and submitting health insurance claims.
- Performing related operational tasks.
MEDICAL ASSISTANT ATTRIBUTES

C\text{ompassionate}: 
H\text{onest}: 
A\text{ltruistic}: 
R\text{esponsible}: 
A\text{chievement-oriented}: 
C\text{onfidential}: 
T\text{eam-player}: 
E\text{thical}: 
R\text{espectful}:
The U.S. Bureau of Labor Statistics has consistently indicated that the employment of medical assistants is projected to grow much faster than average for all occupations.

The Illinois Department of Employment Security indicates that the average number of job openings through 2022 is projected to be 706/year in Illinois and 232/year in Cook County.

The median full-time compensation for a Medical Assistant graduate is approximately $15/hour or $30,000/year.
WHY BECOME A MEDICAL ASSISTANT?

- High labor demand.
- Speed of career entry.
- Variety of job responsibilities.
- Honor and prestige of the healing arts.
- Career advancement opportunities.
- Personal satisfaction.
- Others?
MEDICAL ASSISTANT DISTINGUISHED

- Nurse
- Nurse assistant/aide
- Physician Assistant
- Other?
# CMA CURRICULUM

## FIRST SEMESTER

- **AHL 102 Ethics & Law for Allied Health Professionals** 1
- **AHL 103 Basic Pharmacology for Allied Health Professionals** 1
- **AHL 107 IV Venipuncture** 1
- **AHL 120 Comprehensive Medical Terminology** 3
- **BIS 190 Anatomy & Physiology for Allied Health** 4
- **CMA 101 Introduction to Medical Assisting** 2
- **CMA 102 Medical Assistant Administrative Applications I** 3

**TOTAL CREDITS** 15
SECOND SEMESTER

- AHL 108 Electrocardiography 1
- AHL 110 Medical Coding & Office Procedures 2
- CMA 103 Medical Assistant Administrative Applications II 3
- CMA 110 Medical Assistant Clinical Applications I 3
- CMA 130 Medical Assistant Clinical Applications II 3
- CMA 180 Medical Assistant Laboratory Applications 3

TOTAL CREDITS 15
CMA CURRICULUM

THIRD SEMESTER

- CMA 200 Medical Assistant Practicum 1
- CMA 250 CMA Seminar 3

TOTAL SEMESTER CREDITS 4

TOTAL PROGRAM CREDITS 34
## Potential CMA Semester 1 Schedule

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MEDICAL ASSISTANT CREDENTIALS

- Registered Medical Assistant (**RMA**) through the American Medical Technologists (americanmedtech.org).
- Certified Clinical Medical Assistant (**CCMA**) through the National Healthcareer Association (nhanow.com).
- Certified Medical Administrative Assistant (**CMAA**) through the National Healthcareer Association (nhanow.com).
CMA 200 is a 160 hour unpaid clinical experience in an outpatient clinic.
- Completion of all first and second semester courses.
- Satisfactory completion of Triton medical history and examination forms.
- Documentation of current immunizations or satisfactory antibody titers.
- Documentation of health insurance.
- Satisfactory criminal background check.
- Satisfactory urine drug screen.
- Current CPR certification (AHA or ARC).
- Completion of related forms.
CMA 250  CMA SEMINAR

- Prepares students for employment.
  - Cover letter writing.
  - Resume writing.
  - Interviewing skills.

- Prepares students for certification.
  - Study techniques.
  - Exam taking techniques.
  - Practice exams.
TIME DEMANDS

- The CMA program will require a substantial commitment of time.

- It is recommended that students work 20 hours or fewer each week.

- Class times are held during the day and vary each semester.

- The practicum site may be 30-60 minutes away from Triton.
FULL TIME V. PART TIME

- **Full Time:** Take all program courses each semester—15, 15, 4.

- **Part Time:**
  - Complete AHL 120, BIS 190, and CMA 101 as early as possible.
  - Most of the remaining courses can be taken in any sequence.
  - Not all CMA courses are offered each semester.
  - CMA 101-180 must be completed before taking CMA 200 and 250.
ESTIMATED PROGRAM COSTS

IN DISTRICT:

- Tuition: ($113 x 34) $3,842
- Lab: 228
- Texts: 1,200
- Miscellaneous Fees: 330
- Credentialing Exam: 100

TOTAL: $5,700
**ESTIMATED PROGRAM COSTS**

OUT OF DISTRICT:

- Tuition: ($296 x 34) = $10,064
- Lab: 228
- Texts: 1,200
- Miscellaneous Fees: 330
- Credentialing Exam: 100

TOTAL: $11,922
The CMA program is being reinstated by Triton College, which requires state (ICCB) approval.

It is our hope to offer CMA courses in Spring, 2016 if approval is received in time and at least 15 students are registered.

If not, it will be offered in Fall, 2016.

Check back a week before Spring semester begins for program status.
1. Admission to Triton.
2. Submission of high school and college transcripts.
3. Attend CMA information session or confer with the program coordinator.
4. Meet with a counselor or advisor.
5. Register for classes.
6. The program is currently only accepting about 30 students a year, so seek early admission to secure a seat.
This concludes my presentation.