

**TRITON COLLEGE  
CERTIFIED MEDICAL ASSISTANT (CMA)  
PROGRAM INFORMATION**

**PROGRAM CONTACTS**

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**DESCRIPTION OF THE PROFESSION**

A Medical Assistant is a multi-skilled allied health care professional trained to perform clinical and administrative tasks in an outpatient setting under the supervision of a licensed health care provider, usually a physician. Medical Assistants assist physicians in the diagnosis and treatment of patients and perform other tasks to meet patient needs and to manage clinic operations.

As an important member of the health care team, the duties of medical assistants vary according to a clinic's location, size, and specialty. Medical Assistants record patient histories, measure vital signs and physical dimensions, prepare for and assist with examination and treatment procedures, collect and test laboratory specimens, provide patient education, prepare and administer medications, and perform diagnostic tests. Administrative responsibilities may include reception and telephone management, scheduling appointments, maintaining medical records, preparing financial records, preparing insurance claims, and related operational tasks.

**OCCUPATIONAL OUTLOOK**

Medical assisting is a health career field that offers a number of benefits including speed of entry, career variety, prestige, and personal satisfaction. 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 per year in Illinois and 232 per year in the Chicago area (Cook County). The median full-time compensation for Medical Assistants is approximately \$15/hour or \$30,000/year.

**CMA PROGRAM LOGISTICS**

The CMA program is a one year, 32 credit certificate program that prepares students to become professionally credentialed and employed as a medical assistant. If accepted into the program, students will begin the series of CMA courses in the Fall semester and complete the program in the following Summer semester. The curriculum is identified in the *CMA Curriculum* section that follows.

Students must apply and be accepted into the program before they are permitted to take the CMA courses. Only 30 students per year are accepted into the program. Selection is based on the following point system, where students having the most points will be given priority in admissions.

		<b>Points</b>
• College grade point average (GPA) from any college:	2.00 - 2.99	1
	3.00 - 3.59	2
	3.60 - 4.00	3
• Course completion with a “C” or better:	AHL 103	1
	BUS 107 (CIS 101)	1
	AHL 120	2
	BIS 190	2
• Prior health care training or experience:		1
• Completion of an associate degree:		4
• Completion of a baccalaureate degree:		6

Applicants are encouraged to complete AHL 103, AHL 120, BIS 190, and BUS 107 (or CIS 101) prior to taking the Fall CMA courses as this will enable them to acquire some points toward admission. Students who have not taken any courses in the curriculum or have acquired no points will be considered for admission and accepted into the program should there be any openings after priority applicants have accepted a seat.

Be advised that the CMA courses are offered only in the semesters identified in the *CMA Curriculum* section that follows. As such, students who cannot take a course in the given sequence, or must repeat a course will be required to wait until it is offered again in the prescribed semester. CMA courses are only offered during the morning and afternoon—they are not offered in the evening. Students can expect to be in class throughout the morning and afternoon three to five days a week depending on course schedules.

CMA students will be required to complete a 160 hour unpaid clinical experience in an outpatient clinic (CMA 200 Medical Assistant Practicum) during their last semester in the Summer. To be eligible to take this course, students must have completed first and second semester CMA courses (CMA 101 to 180) with a “C” or better. Students must also complete and submit the following documents:

- Triton medical history and examinations forms
- Antibody titers to demonstrate immunity to selected infectious diseases
- Proof of health insurance
- Satisfactory criminal background check
- Satisfactory urine drug screen
- Current CPR certification
- Other forms as may be required

The program coordinator makes every effort to assign students to practicum sites within a 30 minute drive from campus; however, a site might be as far as an hour away, so students should plan their transportation needs accordingly. The program coordinator selects a practicum site for each student; students are not permitted to select their own practicum site.

## CMA CURRICULUM

<b>Fall Semester</b>	<b>Credits</b>	
AHL 120 Comprehensive Medical Terminology	3	
BUS 107 MS Office in Business Applications (or CIS 101)	3	
CMA 101 Introduction to Medical Assisting	2	
CMA 102 Medical Assistant Administrative Applications I	3	
CMA 110 Medical Assistant Clinical Applications I	3	
<b>Fall Total Credits</b>		<b>14</b>
<b>Spring Semester</b>		
AHL 103 Basic Pharmacology for Allied Health Professionals	1	
BIS 190 Anatomy & Physiology for Allied Health	4	
CMA 103 Medical Assistant Administrative Applications II	3	
CMA 130 Medical Assistant Clinical Applications II	3	
CMA 180 Medical Assistant Laboratory Applications	3	
<b>Spring Total Credits</b>		<b>14</b>
<b>Summer Semester</b>		
CMA 200 Medical Assistant Practicum	1	
CMA 250 CMA Seminar	3	
<b>Summer Total Credits</b>		<b>4</b>
<b>TOTAL CMA PROGRAM CREDITS</b>		<b><u>32</u></b>

## CMA PROGRAM ACCREDITATION

The CMA Program is approved by American Medical Technologists (AMT). Upon graduation, students are eligible to sit for the Registered Medical Assistant (RMA) certification examination and earn the RMA credential.

## ESTIMATED IN-DISTRICT CMA PROGRAM COSTS\*

Tuition: (\$118 x 32)	\$3,776
Lab:	210
Texts:	1,000
Practicum fees:	339
Miscellaneous Fees:	300
Credentialing Exam:	<u>125</u>
<b>Total:</b>	<b><u>\$5,750</u></b>

\* Out of district costs ≈ \$12,000