



ACADEMY
of MEDICAL PROFESSIONS

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CLINICAL MEDICAL ASSISTANT (With CCMA National Certification)

There are few industries that offer as much opportunity and stability as the healthcare industry. If you are considering a career in healthcare, becoming a Clinical Medical Assistant may be perfect for you. A career in Medical Assisting could provide you with everything you're looking for: A short training period, excellent job opportunities, a good salary, and a professional working environment.

What is a Clinical Medical Assistant (CMA)? A Clinical Medical Assistant is a medical support professional that performs a variety of tasks to assist physicians in providing patient care, while ensuring that clinics and hospitals run smoothly and efficiently. While CMAs working in smaller practices may be required to perform some administrative tasks, those working in larger medical facilities focus mainly on providing support services directly related to patient care. Here at the Academy we offer both Clinical and Administrative programs that can be combined.

Clinical Medical Assistants are more often found at the physician's side working in close contact with patients. Typically Medical Assistants prep rooms and prepare patients for examinations, while helping manage medical supply inventories. CMAs may also assist nurses and physicians providing direct patient care by taking medical histories, charting vitals, and assisting in examinations and procedures. Some even perform more advanced tasks under the supervision of a physician such as cleaning and dressing wounds, removing sutures, collecting blood and other specimens as well as administering medication.

Characteristics of a successful Clinical Medical Assistant: Excellent communicator, ability to multitask, organized, ability to handle stress and think clearly on the fly. One must be compassionate while still maintaining a professional distance. This job often involves working with people who are sometimes frustrated, anxious, tired, sick and possibly even dying.

All courses offered either locally at Adult Education Centers in Maine only. Externships are suggested, please ask your career counselor for more details or assistance in providing those.

COURSE DESCRIPTIONS

Clinical Medical Assistant- This program will be held a total of 6 hours, twice a week for 16 weeks. Upon completion of the program you will take your national certification of CCMA (Certified Clinical Medical Assistant). This program consists of Medical Terminology/Anatomy for ICD-10 and Coding curriculum. **\$3,000.**

Medical Assistant-This program includes the above **Clinical Medical Assistant** program and our **Certified Medical Administrative Assistant**. Most employers prefer a Medical Assistant to be able to work both front and back office. This Administrative Medical Assistant 16 week program will teach you everything you need to successfully pass the CMAA (Certified Medical Administrative Assistant) exam through the National Healthcareer Association. Classes are held or watched once a week for 3 hours. You will learn health information in the medical office, billing and coding procedures, financial and practice management and administrative duties. In addition, we take you through the “virtual medical office” to help you develop critical thinking and decision-making skills that you will need on the job. This program gives you the opportunity to practice “real” medical assisting skills before you start working in the real world. You will perform actual administrative duties like managing patient scheduling in a multi-doctor practice, complete actual medical office forms, practice taking phone messages, and transcribing doctor’s notes as well as gaining experience with the actual medical office software SimChart. You will learn HIPAA compliance and hands-on practical use of this program from both the administrative and clinical perspective. **\$5,600** when taken with Clinical Medical Assistant program. If only taking the Administrative program, please see CMAA information package for costs and information.

ENTRANCE REQUIREMENTS

All applicants must be 18 years of age. A high school diploma or GED equivalent is also required for most employment opportunities. No criminal record. Must submit a copy of current, up-to-date immunization records. Students must be aware and agree to participate in “sticking/drawing” each other in class and will sign a consent prior to the first class. CPR, First Aid and AED certifications are required before sitting for the national exams.

ATTENDANCE POLICY

The attendance policy set forth by the Academy of Medical Professions is strictly enforced. Students are expected to attend 100% of all local lectures or scheduled webinar. Students whose attendance drops below 70% (not withstanding mitigating circumstances), may be dis-enrolled from the program. Missing a local lecture or scheduled webinar will require the student to watch the recorded version of the course prior to attending the next lecture.

TEXTBOOKS SUPPLIED FOR PROGRAMS

NHA Practice Tests, Exit Exam, Clinical Module Exam, Sherpath for Kinns' Medical Assisting, SimChart for the Medical Office: Learning the Medical Office Workflow, Medical Terminology Online

Medical Assisting (a combination of Administrative Medical Assistant and Clinical) includes: Electronic Health Records, Understanding the Medical Office Workflow as well as those listed above.

STANDARDS OF PROGRESS

Students whose academic average drops below 70% will be placed on academic probation. We will work with the student to develop an action plan for success, to include specific goals and target dates. If the student is unsuccessful in meeting the goals and target dates of the action plan for success, the student will be subject to academic dismissal. If a student misses more than 3 live classes and does not watch the recorded lectures, or if an online student fails to provide weekly contact with the instructor via email for more than 3 weeks, the student will be subject to academic dismissal with no refund.

REFUND POLICY

You may terminate the Enrollment Agreement or training at any time. If you do so, you must inform the school, **not the instructor**, in writing. Termination will become effective upon receipt of the written notice. Refund will be based on notification week corresponding with your course assignments/week associated with **start date** of the program.

If you terminate before you commence training, you will receive a refund of the money paid to the school, minus \$450 for the course books and reference books, unless they are returned unused, unopened. **The \$300.00 application fee is nonrefundable.** If no unused books are returned, the total subtracted from the refund will be \$750.00.

If you terminate within the first 3 weeks, you will receive a prorated refund equal to the unused portion of monies received from your last day of attendance, or week corresponding with your course assignment, less the application fee of \$300.00, the book fee of \$450.00 for course books. **If you terminate any time after week 3, there will be no refund. If you are paying a payment plan, the balance will be effective as of drop date, 30 days to pay in full or sent to collections.**

SCHOOL CALENDAR 2018

Gray/New Gloucester; Oxford Hills; Van Buren; Lakes Region, Fort Kent, Spruce Mountain, Sanford, Portland, Merrymeeting Adult Education, Ellsworth, North Berwick, Presque Isle

Tues/Thurs for 16 weeks, 5:30-8:30

Start Dates: 2/29/18, 6/26/18, 10/16/18

***Please note that some sites make require an occasional optional day during the week or some Saturdays to obtain all the clinical hours. Externships will be discussed during the program and all locations have different protocols for them.



CLINICAL MEDICAL ASSISTANT COURSE ENROLLMENT AGREEMENT

NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE NUMBER: _____ (H) _____ (C)

E-MAIL: _____

LOCATION ATTENDING _____ START DATE _____

PAYMENT METHOD

******Please make checks payable to the Academy of Medical Professions******

- **\$500 Deposit is required for Payment Plan Options**
- **\$300.00 Non-refundable enrollment fee is **already included** in the price**
- **Voucher Payments: (I.E. Goodwill, Dept Of Labor, VA, Mycaa, Etc.)**
- **Please initial**
- _____ I have provided a copy of my current immunizations.
- _____ I understand that I will be required to participate in performing common phlebotomy and other clinical practices in this class which may require a number of needle sticks on myself, others in the program and/or volunteers.
- _____ I understand that I may be required to participate in an externship and will provide consent to the instructor and school should I desire to obtain one.
- _____ I understand that there may be a dress code in this field, which may include but not limited to hair color, tattoos and/or piercings.

ONE TIME FULL PAYMENT

Self-Pay

Voucher

_____ **\$3,000** Clinical Medical Assisting (CCMA Certification)

_____ **\$5,600** Medical Assisting (CCMA, CEHRS and CMAA Certifications)

Voucher Payments:

Name Of Organization Paying: _____

Point of Contact: _____

WHERE DID YOU HEAR ABOUT OUR COURSES? Adult Education Brochure/ Website

IF FROM AN ADULT EDUCATION OR COLLEGE BROCHURE PLEASE LIST WHICH ONE: Mid-

Maine Regional Adult Community Education

CONTRACT AGREEMENT

I, _____ hereby agree to the above mentioned terms of the program. I agree to the payment plan chosen above and I have read and understand the REFUND POLICY and STANDARDS OF PROGRESS for this course and agree to its terms. I agree that if I have a payment plan, that I will keep it in good standing, and that if my account is sent to collections, I am responsible for the legal fees, late fees, and payment plan I have agreed to:

SIGNATURE: _____ DATE: _____

PAYMENTS MADE BY CREDIT CARDS

CREDIT CARD # _____

EXPIRATION DATE: _____ SECURITY CODE: _____

TYPE OF CARD: _____

NAME AS IT APPEARS ON CARD: _____

ADDRESS WHERE CARD IS SENT IF DIFFERENT FROM REGISTRATION FORM:

FULL PAYMENT \$ _____ Date you wish to have payment taken: _____

PAYMENT PLAN DOWN PAYMENT Amount_ \$500.00 Date to take out deposit from credit card: _____

PAYMENT PLANS

Monthly Payment plan options available through TFC Tuition, for more information contact the Academy

All payment plans do require a \$500 down payment which is deducted from the cost of tuition

\$500 deposit, \$300 per month until paid in full which includes a \$200 finance fee.

SS# _____

DATE OF BIRTH: _____