UMPQUA COMMUNITY COLLEGE
COMMUNITY AND WORKFORCE TRAINING

Application Medical Assistant CCMA Certification Prep Course

Applicant Information

Full Name: _____   Date:_____
         Last   *First*   *M.I.*

Address: _____
         Street & Mailing Address   *Apartment/Unit #*

_____
         City   *State*   *ZIP Code*

Phone: _____   Email_____

Date of Birth _____

I understand that in order to participate in the Umpqua Community College Medical Assistant - CCMA Certification I will need to provide evidence of and/or complete the following prior to the first class:

- HS diploma or GED
- Criminal Background Check
- Obtain a Drug Screen
- Annual flu vaccination
- Varicella vaccinations or a varicella titer (Chicken pox)
- MMR vaccination(s) or positive titer(s)
- Tetanus, Diphtheria and Pertussis (Tdap) vaccine
- A complete Hepatitis B vaccinations or Hepatitis B titers
- Annual TB screening within one year and the second within 30 days (chest x-ray report and/or negative QuantiFERON-TB Gold Test within one year, if applicable)

Umpqua Community College utilizes CastleBranch Inc. in order to verify all of the above requirements. Castlebranch fee and any costs associated with requirements are the responsibility of the student. No refunds due to the inability to pass background check or drug screen.

Authorize Umpqua Community College to release information related to the above requirements with the training program Clinical Sites hosting medical assistant students. The purpose of this authorization to share information is to assure the site that students meet the requirements to complete a clinical experience required to sit for the CCMA exam.

HIPPA Confidentiality Statement

I understand that during my clinical rotations I may have access to confidential information about clients, patients, their families and clinical facilities. I understand that I must maintain confidentiality of all verbal, written or electronic information and in some instances, the information may be protected by law, such as state practice acts or other regulatory standards. In addition, the client's right to privacy by judiciously protecting information of a confidential nature is part of the health professionals expected behavior.

Through this understanding and relationship to professional trust, I agree to discuss confidential information only in the clinical setting as it pertains to patient care and not where visitors and/or other patients may overhear it.
During each clinical rotation in the education program, I agree to follow each agency's established procedure on maintaining confidentiality.

Applicant Name(print)   Applicant Signature: Date:

Umpqua Community College/Community and Workforce Training
Medical Assistant CCMA Certification – CMA01
September 24, 2020 – February 25, 2021 every Wednesday and Thursday
6:00pm – 9:00 pm (March 2021 - 90 clinical hours required)

UCC Community and Workforce Training is offering a Medical Assistant CCMA Certification course beginning in Fall 2020. Course Restriction: Class size is Limited to 12

Virtual Information Sessions:

> Virtual Info Sessions will be held August 17, 24 and September 1, 14, 2020 - 5:30pm to 6:30pm. Call 541-440-4668 or email cwtoperations@umpqua.edu to sign up and have the link sent to you.

Course Description:

> This 200-hour course prepares students to enter the medical field as a Certified Clinical Medical Assistant (CCMA). After the successful completion of this course, the student is eligible to sit for the National Health Career Association (NHA) exam. This course introduces CCMA practices and their role in a variety of settings. Topics include medical terminology, basic pharmacology, psychology, anatomy and physiology, phlebotomy, HIPAA and other duties CCMA's typically perform. Students will gain knowledge of sterile technique, standards of practice, quality assurance and patient confidentiality. The course includes weekly homework completed online.

Requirements for Admission:

UCC is using CastleBranch to upload and track the requirements below. Copies must be uploaded to Castlebranch before the first class session. You will receive more information on how to do this at the Info Session.

- HS diploma or GED
- Criminal Background Check
- Drug Screen
- Annual flu vaccination
- Varicella vaccinations or a varicella titer (Chicken pox)
- MMR vaccination(s) or positive titer(s)
- Tetanus, Diphtheria and Pertussis (Tdap) vaccine
- A complete Hepatitis B vaccinations or Hepatitis B titers
- Annual TB screening within one year and the second within 30 days (chest x-ray report and/or negative QuantiFERON-TB Gold Test within one year, if applicable)

To access CastleBranch, visit: https//portal.castbranch.com/PX48 and place order

Students

Attendance at every class and clinical session is required. Absences from class can affect your ability to pass the class. If a student is absent from a class session, it is their responsibility to find out what was missed.

Projected Expenses

1. Costs for this class are:
- Course fee $1999. Payment is due at time of registration. A payment plan is available but full balance is due by Monday before the start of class. This non-credit class is not eligible for financial aid. Funding assistance may be available for those who qualify. Call for details.
- Course fee includes all aspects of the course except those noted below. One attempt at the CCMA exam is included in the fee. Further exam attempts are the responsibility of the student.
- Uniform – scrubs and closed hard toed shoes required (additional medical Personal Protective Equipment may be needed but will be discussed in class)
- Immunizations (costs vary).
- CastleBranch – approx. - $96 This includes criminal background check, drug test screen and immunizations checkoff . Access CastleBranch: TBA Coming Soon.

Registration

In order to register, you must attend one of the info sessions or set up a time to meet with the Class Coordinator at an agreed upon time. Students are not fully admitted to the class until you complete the pre-requisite requirements in CastleBranch.

For more information:
- To sign up for info session: 541-440-4668 or email CWTOperations@umpqua.edu
- Questions - Sarah.Wells@umpqua.edu or Robin.VanWinkle@umpqua.edu
- https://umpqua.edu/workforce-professional-skills

Student Financial Assistant Options:

STEP Program through WorkSource Oregon – Must be on SNAP & participate in STEP Program Up to $1700 in assistance for those who qualify. Call Medford Workforce Center at 541-776-6060 and ask for Cindy Manning. You can also email cindy.b.manning@oregon.gov

STEP funds may also be available from Umpqua Community College for those who qualify. Call 541-440-7749 for information.

Vocational Rehabilitation training funds. Voc. Rehab assists individuals with disabilities to get and keep a job that matches their skills, interest, and abilities. Call 541-440-3371.

Umpqua Community College/Community and Workforce Training
Medical Assistant CCMA Certification – CMA01
541-440-4668 / CWTOperations@umpqua.edu

Course Syllabus

Instructor: Dennis Morehouse

Hours: 21 Weeks, 110 Hours In-person hours 6:00 – 9 pm, Wednesday and Thursday and 90 Clinical Hours,

A. **Description:**
This 200-hour course prepares students to enter the medical field as a Certified Clinical Medical Assistant (CCMA). After the successful completion of this course, the student is eligible to sit for the National Health Career Association (NHA) exam. This course introduces CCMA practices and their role in a variety of settings. Topics include medical terminology, basic pharmacology, psychology, anatomy and physiology, phlebotomy, HIPAA and other duties CCMA's typically perform. Students will gain knowledge of sterile technique, standards of practice, quality assurance and patient confidentiality. The course includes weekly homework completed online.

B. **Requirements:**
Prerequisites: Formal acceptance into the Medical Assistant program; students must be 18 years old and have a High School diploma or GED equivalent.

Communication: Information systems and computer operation skills. Show the ability to communicate effectively, including listening, observing, speaking and writing, and information literacy, including the written and electronic medical record. This communication will be concise, pertinent, organized, accurate and legible and grammatically correct, adhering to correct spelling and punctuation rules including medical terminology.

Cognition: Require cognitive ability to collect, analyze, prioritize and integrate information and knowledge effectively and accurately; to make safe, sound clinical judgement and care management decisions that promote positive patient outcome. At the end of the course, the student will demonstrate knowledge of didactic learning of an entry-level medical assistant pursuant to national certification.

Students who wish to attend the CCMA Course must meet all of the requirements listed below by uploading information into the UCC CastleBranch account for Medical Assistant:
- Criminal Background Check
- Drug Screen
- TB Screening Report
- Measles, Mumps, Rubella (MMR) Vaccine
- Varicella (Chicken Pox) Vaccine
- Hepatitis B (HBV) Vaccine
- Tetanus, Diphtheria, and Pertussis (TDAP) Vaccine

C. **Course Topics:**
- Healthcare Systems and Settings
- Medical Terminology
- Basic Pharmacology

Syllabus

- Nutrition
- Psychology
- Anatomy and Physiology
- Body Structures and Organ Systems
- General patient Care
- Microbiology
- Infection Control
- Testing and Laboratory Procedure
- Phlebotomy
- EKG and Cardiovascular
- HIPAA/Medical Law and Ethics
- Communication and Customer Service

D. **Course Outcomes:**
- Demonstrate knowledge of didactic learning of an entry-level medical assistant pursuant to national certification.
- Demonstrate professionalism through acceptable attitude, organization, and time management skills and attire.
- Perform and document routine administrative and clinical procedures according to established protocol.
- Uphold legal and ethical standards and confidentiality for patient privacy.
- Maintain industry standards of quality control and safety principles in the workplace.

E. **Text and Required Supplies:**
- Required Materials: Students will access Medical Assistant (CCMA) Study Guide 2.0 via the NHA leaning platform. A binder with supplementary course materials is provided to all students.
- White lab coat, professional medical top and closed toed shoes.

F. **Grading:**
This is a Pass/No Pass class. Assessment is based on chapter quizzes, skill demonstration tests, and successful completion of clinical hours. The average score will be recorded.

Absences from class can affect your ability to pass the class. If a student is absent, it is their responsibility to find out what was missed.

G. **Criteria for a Non-Credit Training Certificate:**
- An average score of 75% is required on all quizzes/tests and successful completion of clinical hours are required to receive a Pass.

Accommodations (ADA): Persons having questions about or a request for special needs or accommodations should contact the Accessibility Services Office at Umpqua Community College. Contact should be made 48 – 72 hours in advance of the event. Please call 541-440-7655 or 541-440-4610, Oregon Relay TTY 1-800-735-*2900 or dial 7-1-1, 1140 Umpqua College Rd, Roseburg, Or 97470.

Syllabus