

## Certified Medical Assistant (CCMA Certificate)

This program prepares students for employment as a medical assistant in the ambulatory care setting. The program includes 120 hours of clinical externship experience. Students will prepare for and take the National CCMA Certification Examination.

### Program Dates/Times:

September 16, 2024 – April 4, 2025

Monday, Wednesdays, Fridays 8:30 am – 4:00 pm (select weeks Monday - Friday)

### Course Sequence:

- |  |                                    |
|--|------------------------------------|
| ➤ Workplace Success Class <i>PRE-COURSE</i>    | ➤ Patient Relations                |
| ➤ Introduction to Healthcare <i>PRE-COURSE</i> | ➤ Intro to Medical Insurance       |
| ➤ Medical Terminology                          | ➤ Medical Lab & Clinical Practices |
| ➤ Anatomy and Physiology/Human Illness         | ➤ Clinical Externship (120 hrs)    |
| ➤ Nutrition                                    | ➤ Financial Wellness               |
| ➤ Medical Office Operations                    | ➤ Employment Preparation           |

**\*Students must have satisfactory attendance and pass all Pre-courses with a C or better to continue with the Medical Assistant Training Program**

### Eligibility Requirements:

- High School Diploma/GED (US or International)
- 18 years of age or older
- Placement Test score 10<sup>th</sup> grade English and Reading Comprehension
- Career counseling session with CCMA Program Instructors and Tec Centro Lebanon Career Navigator
- Fully COVID-19 Vaccination may be required depending upon clinical site

### Program Costs and Requirements:

- Processing Fee: \$50.00- Check /Money Order (non-refundable)
- Books: included
- Uniforms: 2 sets of burgundy scrubs, nursing shoes white or black (must cover foot completely, no heel straps or holes, no mesh); Optional: lab jacket (white or burgundy)
- Clearances: PA Background check \$22.00 / Child Abuse check \$13.00 / FBI Background check \$23.85
- Medical examination including two step TB Test and documentation of childhood immunizations.
- CPR \$60.00 Will be arranged by Tec Centro Lebanon, completed prior to clinicals
- 10-Panel Urine Drug/Alcohol Screen: \$45 - \$75 Results needed prior to clinical.

### Program Enrollment Details:

**Limited Availability:** Only 10 spots are available, filled on a first-come, first-served basis.

**Complete Enrollment:** Your enrollment is confirmed once payment, background checks and medical examination are submitted to Tec Centro Lebanon.

**Waitlist Option:** If the class is full, you'll be placed on a waitlist or given priority for future classes.

**Deadline:** Ensure all payments and paperwork are submitted by September 2, 2024.



**Phone**

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**Address**

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