**Texarkana College**

**Community & Business Education Center - Allied Health Program Clinical Medical Assistant Course**

**Summer 2023**

This program is intended for students who want to prepare for an exciting, challenging and rewarding career in healthcare.  This program will train students to assist physicians by performing functions related to the clinical responsibilities of a medical office.  Instruction includes among other things preparing patients for examination and treatment, routine laboratory procedures, diagnostic testing, technical aspects of phlebotomy and the cardiac life cycle.  Students will review important topics including phlebotomy, pharmacology, the proper use, and administration of medications, taking and documenting vital signs, cardiology including proper lead placements, a professional workplace behavior, ethics, and the legal aspects of healthcare. This program includes 140 hours of classroom lecture and hands on labs and a clinical externship opportunity at a local healthcare provider.

**Course Contact Hours:** 154 hours + Clinical Externship

**Student Tuition:** $2,770 (Textbooks included)

**Clinical Externship Hours**: 160 hours

**Tuesdays and Thursdays**

**June 27th – October 10th 2023**

**6:00pm – 9:30pm**

**Saturdays (7/8; 7/22; 8/12; 8/26; 9/9; 9/23 & 10/7)**

**9:00am – 4:30pm**

**Location:** Health Sciences Bldg., Room 127

**LAST DAY TO REGISTER and DROP**: June 23rd at 3PM

**Refund Policy:** Students will receive 100% refund upon request 24 business hours prior to the first class meeting only.

***NHA National Certification:*  This program meets the necessary requirements to take the National Healthcareer Association (NHA) Certified Clinical Medical Assistant (CCMA) national examination.**

***NWCA National Certification:*  This program meets the necessary requirements to take the National Workforce Career Association (NWCA) Clinical Medical Assistant (CMAC) Exam.**

***Clinical Externship:*** **This program includes a 160 hour clinical externship opportunity. To be eligible for the clinical, students must successfully complete the 140 hour program, submit to a thorough background check, drug screening and meet other requirements.**

I acknowledge and understand the course requirements and will comply with as stated above.

Student Name Date

**Texarkana College Business & Community Education**

**Checklist for Clinical Medical Assistant Clinical Externship Requirements**

**Attention Registrants:**

The following items are required to be submitted by the end of the course so that students may participate in the externship portion of the class.

1. Responsible for purchasing **liability insurance** through Texarkana College Business Office and will not be complete until student submits receipt to AH Coordinator
2. **High school diploma or GED** equivalent upon registration.
3. **Physical exam.** Please complete the Texarkana College Health Occupations form.
4. **Immunizations:** Applicants must have **proof of completing** the following vaccinations prior to starting the externship program and documented on the attached Immunization Record form.
	1. Hepatitis B vaccination series of three shots or titer indicating immunity.
	2. Measles, Mumps, & Rubella (MMR) or titers indicating immunity.
	3. Varicella vaccination, chicken pox history or titer indicating immunity.
	4. Tetanus-diphtheria - pertussis within the last 10 years.
5. **Negative TB skin test** or negative chest x-ray within six months prior to starting the program - approximately.
6. **Current drug screen: do not complete it until you are ready to begin externship.**



1. **Clinical Externship Medical/Documentation Authorization Release Form**
2. **CPR** Certification - $73
3. **Resume.**
4. **After course completion,** students who elect to participate in an externship will be required to purchase blue scrubs. They can be purchased anywhere if they are Texarkana College royal blue. They are available at TC Book Store and are approximately $45 for both bottom and top.
5. Students participating in externship will also be required to go to Enrollment Services in the Administration Building to have an ID badge made identifying them as a Texarkana College Clinical Medical Assistant student.
	1. Students must obtain an Authorization for ID form from the Allied Health Coordinator to have ID badge made.
6. Certification exam - The certification exam will be scheduled soon after the end of the course and the date will be announced soon after the course start date. The cost to take the exam is $155.
	1. Students will also be accessing online practice exams and provided with an online Study Guide. The price of these items is included in the registration fee.

Please call Holli Easley, Allied Health Coordinator, at 903-823-32764 if you have any questions about submitting or completing the required documentation listed.

*TC does not discrimi11ate on the basis of race, color. national origin.* sex, *clisab1/ity or age in its programs or activities The following person has been designated to handle inquiries regarding the nondiscrimination policies Human Resources Director 2500 N. Robison Rd. Texarkana. TX. 75501, (903) 823-3355,* *h**uman.resources@texarkanacollege.edu*

*Texarkana College no discrimina en base de raza. color. ongen nacio11al,* sexo. *discapacidad* o *edad en sus programas* o *ac/Jv1dades. Las consul/as relacionadas con* las *po/iticas de no discnmfnaci6n de Texarkana College deben dirigirse a. Director(a) de Recursos Humanos, 2500 N Robison Rd. Texarka11a. TX. 75599. (903! 823-3017 human.resources@texarkanacollege edu*