



TEXARKANA COLLEGE  
Community & Business Education

**Clinical Medical Assistant Course w/Clinical Externship  
Allied Health Program**

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.

**Dates & Times:** January 28, 2025 – May 15, 2025

**Evenings:** Tuesdays and Thursdays, 6:00pm – 9:30pm

**Saturdays:** 2/15; 3/1; 3/15; 3/29; 4/19; 5/3 9:00am – 4:30pm

**Location:** Health Sciences Bldg., Room 127  
2500 N. Robison Rd, Texarkana, TX 75599

**Contact Hours:** 154 hours + 160 Clinical Externship

**Tuition:** **\$2,770** (includes books) *This course is a short-term, non-credit program and therefore is not eligible for FAFSA. However, we do offer a four-month online payment plan with the first payment of \$692.50 plus a \$30 non-refundable, one-time processing fee submitted at time of enrollment (credit/debit card required). Ask about financial assistance options that may be available for this course.*

**Enroll/Register:** Please call 903-823-3382 or visit our office in the Nelson Administration Building on campus. Online registration is not available for enrollment in this course.  
**DEADLINE TO REGISTER OR DROP: January 24, 2025 at 3PM**

**Refund Policy:** Students who wish to drop this course may receive a 100% refund upon request (excludes \$30 payment plan processing fee), on or before the drop date listed above.

**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.

***For questions regarding this program and its requirements, please contact:***

***Allied Health Coordinator, Holli Easley at 903-823-3276 or email at: [holli.easley@texarkanacollege.edu](mailto:holli.easley@texarkanacollege.edu).***

**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. \_\_\_\_\_ **Purchase Liability Insurance** at the 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.
  - a. \_\_\_\_\_ Hepatitis B vaccination series of three shots or titer indicating immunity.
  - b. \_\_\_\_\_ Measles, Mumps, & Rubella (MMR) or titers indicating immunity.
  - c. \_\_\_\_\_ Varicella vaccination, chicken pox history or titer indicating immunity.
  - d. \_\_\_\_\_ 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.
6. \_\_\_\_\_ **Current drug screen: Do not complete it until ready to begin externship.**
7. \_\_\_\_\_ **Clinical Externship Medical/Documentation Authorization Release Form**
8. \_\_\_\_\_ **CPR Certification** - \$77. Course offered at TC. Register online at: [cbe.texarkanacollege.edu](http://cbe.texarkanacollege.edu).
9. \_\_\_\_\_ **Resume.**
10. \_\_\_\_\_ **Blue Scrubs: After course completion**, students who elect to participate in an externship will be required to purchase blue scrubs. They can be bought anywhere if they are Texarkana College royal blue. **They are available at the TC Bookstore and the cost is approx. \$45 for both bottom & top.**
11. \_\_\_\_\_ **ID Badge:** Students taking part in externship will be required to go to Enrollment Services in the Administration Building to obtain an ID badge identifying them as a Texarkana College Clinical Medical Assistant student.
  - a. **Prior to obtaining an ID badge, students must obtain an Authorization for ID form** from the Allied Health Coordinator in the Community and Business Education Center.
12. \_\_\_\_\_ **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 \$160.**
  - a. Students will also be granted access online for practice exams and provided with an online Study Guide. The price of these items is included in the registration fee.

***Please call Allied Health Coordinator, Holli Easley at 903-823-3276 if you have any questions about submitting or completing the required documentation listed above.***