



# CLINICAL MEDICAL ASSISTANT

FALL 2024

## COURSE SCHEDULE

Temple College, Main Campus  
Fall 2024  
Saturdays 9:00am - 2:30pm

## ORIENTATION

Fall 2024

## REGISTRATION

July 2024

## COURSE TYPE



Hybrid

Most course activity is done online, but there are some required face-to-face instructional activities.



# ABOUT THE PROGRAM

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## ABOUT

This program will train you to become a Clinical Medical Assistant. Clinical Medical Assistants work in physicians' offices or clinic settings and help physicians carry out procedures, care for patients, perform basic lab tests, and administer medications. This course meets for 205 hours of remote instruction. Upon completion of the course, students may be eligible for an off-site externship of 80 hours.

*Certified Clinical Medical Assistants, on average, earn \$36,830 annually in Texas with the top 10% of medical assistants earning \$45,880 or more (Bureau of Labor Statistics 2022).*

## CERTIFICATE

Upon successful completion, graduates will receive a certificate of completion and become eligible to apply for certification offered by the National Healthcareer Association (NHA).

# COURSE OBJECTIVES

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## UPON COMPLETION OF THIS PROGRAM, STUDENTS WILL BE ABLE TO:

- Identify parts of the human body.
- Describe the basic function of each body system.
- Utilize medical terminology in written and spoken communications.
- Define medical terminology found in medical records.
- Define medical conditions, diseases and disorders commonly treated.
- Perform the procedures for rooming a patient.
- Obtain the vital signs of a patient.
- Perform basic wound care.
- Demonstrate proper positioning and draping for patient procedures.
- Demonstrate first aid for disorders of the musculoskeletal system.
- Demonstrate the collection of specimens.
- Locate information regarding medications.
- Demonstrate the administration of oral and injectable medications.
- Instruct patients in preventative health practices.
- Assist physicians with examinations.
- Demonstrate minor specimen testing and recording of results.
- Assist physicians with EKG/ECG tests.
- Demonstrate skill in goal setting, organization, note taking and test taking.
- Use communication strategies associated with quality customer service.
- Draft a resume that clearly communicates one's value to an employer.
- Contrast effective communication approaches.
- Use listening, mirroring and parameter setting in difficult conversations.

# REQUIREMENTS & COST

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## REQUIREMENTS FOR ADMISSION

- Access to a computer and internet
- Have earned a high school diploma or equivalent
- Be a minimum of 18 years old
- Have a Driver's License/State ID and a Social Security card
- A clean background check without any infractions that would prohibit state certification
- Be willing to provide evidence of all required immunizations
- Complete an American Heart Association Basic Life Support CPR Class (Available through WCE)
- Complete and pass a drug screening test

## COST OF THE PROGRAM

### Tuition

**\$3195**

Tuition includes textbook, national certification exam, and drug screen

*Refunds are only granted if requested before the second class date.*

### Not included in the tuition

Set of hunter-green scrubs (price varies)  
Set of grey scrubs (price varies)  
Document tracking (\$38)  
Criminal background check (\$40)  
CPR Course (\$65)  
Surgical masks (price varies)

*Document tracking and background check must be purchased prior to registration and are non-refundable.*

# FINANCIAL ASSISTANCE

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## PAYMENT PLAN

### \$3225 Total Cost

Includes tuition, one-time payment plan fee (\$30), textbook, national certification exam, and drug screen

### Payment Plan Schedule

Due at Registration	\$669
1st Month after Registration	\$639
2nd Month after Registration	\$639
3rd Month after Registration	\$639
4th Month after Registration	\$639

*Cash payments cannot be used to set up payment plans; payment plans are set up online. Checking and routing information is preferred. Credit and debit card payments are accepted but additional fees apply.*

## TPEG

Eligible students **may** receive financial aid for 50% of the tuition provided funding is available. The first payment is required at registration. A completed 2024-2025 FAFSA is required:  
<https://studentaid.gov/h/apply-for-aid/fafsa>.

## DYD SCHOLARSHIP

Students may be eligible for the Direct Your Destiny (DYD) Adult Education and Literacy (AEL) Scholarship. For more information:  
<https://www.templejc.edu/programs/adult-basic-education/career-pathways>

## PRIVATE STUDENT LOANS

Student loans may be available through Sallie Mae's Smart Option Student Loan. Call 1-866-439-0993 for more information.

## GI BILL / HAZLEWOOD

Please contact Travis French at [travis.french@templejc.edu](mailto:travis.french@templejc.edu) or 254-298-8311/10 for questions about using your GI Bill / Hazlewood benefits to pay for this program's tuition.

## WORKFORCE SOLUTIONS OF CENTRAL TEXAS

For students eligible for the WorkForce Solutions of Central Texas programs, the course tuition may be covered. Call their main office at 254-742-4400 for information.

# HOW TO REGISTER

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## COMPLETE FAFSA APPLICATION

Complete a free application for federal student aid (FAFSA) at <https://studentaid.gov/h/apply-for-aid/afsa>

## SUBMIT A WCE STUDENT APPLICATION

- Go to <https://www.templejc.edu/wce>
- Click **Application** on the right-hand side
- Complete and submit form

## PURCHASE BACKGROUND CHECK AND DOCUMENT TRACKER

- Go to <https://portal.castlebranch.com/TP97>
- Click **Place Order**
- Select **Workforce and Continuing Education**
- Select your course
- Select: **I need to order my Background Check & Compliance Tracker**

## UPLOAD REQUIRED DOCUMENTS TO DOCUMENT TRACKER

2 MMR	Tdap (within 10 years)	COVID-19 Vaccine
2 Varicella	Flu (within a year)	HS Diploma / GED
Hepatitis B Series	AHA BLS (CPR) Certificate	
TB Skin Test (within a year)	Driver's License / State ID	

Positive titers are accepted in lieu of certain vaccines. If you have not received the Hep-B vaccine, please request for the Heplisav-B series (2 doses). Vaccine records must have your name and date of birth.

If you are having trouble with Castlebranch, please call their customer service team at 1-888-914-7279 or WCE at 254-298-8625. Once the compliance tracker is complete, you may proceed with registration.

## REGISTER FOR COURSES

- Go to <https://tcselfprod.templejc.edu/Student/Account/Login>
- Register for the following courses:
  - HPRS 1006 1124   ◦ MDCA 1021 1124   ◦ MDCA 1060 1124
  - MDCA 1017 1124   ◦ MDCA 1005 1124   ◦ CE 8512 (if CPR is needed)

Payment is due at the time of registration.

## PAY FOR THE PROGRAM

- Go to [https://secure.touchnet.net/C21487\\_tsa/web/login.jsp](https://secure.touchnet.net/C21487_tsa/web/login.jsp)

Please contact the WCE team at [wce@templejc.edu](mailto:wce@templejc.edu) or 254-298-8625 if you have any questions about the registration process. Be sure to check your Temple College email address daily for updates and important announcements.