

Clinical Medical Assistant Employment Opportunities

Opportunities as a Clinical Medical Assistant are projected to be one of the fastest growing occupation over the 2002-2012 period.

Job prospects should be best for those with formal training or experience, particularly those with certification.



Get Started Today!

Jefferson State Follows equal opportunity admission policies and employment practices. College facilities are accessible to the handicapped.



Center For Community and Corporate Education
George Wallace Hall, Room 202
2601 Carson Road
Birmingham, Al 35215

Registration
Fax: 205-856-7782

E-mail: workforcedev@jeffstateonline.com
Website: www.jeffstateonline.com



Clinical Medical Assistant



**The Center for Community
and Corporate Education**

Clinical Medical Assistant

Clinical Medical Assistants serve an integral function to keep the offices of physicians, podiatrists, chiropractors, and other health practitioners running smoothly.

Clinical Medical Assistants may be called upon to perform direct medical duties under the supervision of a physician such as: collect and prepare laboratory specimens or perform basic laboratory tests on the premises, dispose of contaminated supplies, and sterilize medical instruments. They instruct patients about medications and special diets, prepare and administer medications as directed by a physician, authorize drug refills as directed, telephone prescriptions to a pharmacy, draw blood, prepare patients for x-rays, take electrocardiograms, remove sutures, and change dressings.



In addition, Clinical Medical Assistants perform many administrative duties, including answering telephones, greeting patients, updating and filing patients' medical records, filling out insurance forms, handling correspondence, scheduling appointments, arranging for hospital admission and laboratory services, and handling billing and bookkeeping.



Successful candidates of the program will receive a certificate of completion from Jefferson State and have the option to sit for the National Health Career Association Certified Clinical Medical Assistant certification exam.

Course Includes the Following Topics:

- Fundamentals of Medical Assisting
- Psychological Aspect of Patient Care
- Anatomy and Physiology
- Medical Terminology
- Medical Law and Ethics
- Asepsis and Infection Control
- CPR and First Aid
- Ambulatory
- Fundamentals of Pharmacology
- Laboratory Measurements
- Foundations of Chemistry
- Basic Hematology
- Introduction to Urinalysis

General Information:

- ** 300-hour course includes clinical hours.
- ** Clinical hours weekdays, nights or weekends.

Registration Fees & Requirements (subject to change)

Compass Reading & Math Assessment	No charge
Course Fee (Due Upon Registration)	\$1495
Textbook	\$175 approx
Drug Screen	\$43
Criminal Background Check	\$19
Malpractice Insurance	\$15
CPR Certification Card	\$5
Student ID Badge	\$5

Additional Fees - Optional

Certification test fee	\$105 approx
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Registration Process

Complete the Center for Community and Corporate Education Registration Form and return it to us via:

- > Mail
- > Fax
- >E-mail
- >Walk In

Jefferson State Community College

The Center for Community and Corporate Education
2601 Carson Road
Birmingham, AL 35215
Phone: (205) 856-7710
Fax: (205) 856-7782

Email: workforcedev@jeffstateonline.com
Web: www.jeffstateonline.com/ccce

Payment

Payment is due at the time of registration. Please note that registration is not complete until course fees are paid in full. Payment may be made by VISA, MasterCard, Discover, check, money order, cash, or company-sponsored purchase order/documentation. Please deliver cash payments in person to Jefferson State's Center for Community and Corporate Education, George Wallace Hall, Room 202, 2601 Carson Road, Birmingham, Alabama. Make checks and money orders payable to Jefferson State Community College.

Refunds/Withdrawals

Jefferson State reserves the right to cancel any course for any reason, including insufficient enrollment. If JSCC cancels a course for which a student is registered, the student will automatically receive a full refund. If the date and/or time of the course is changed by JSCC, the student may request a refund by completing a "Withdrawal Form" within three business days following the date change notification. Jefferson State will not issue full or partial refunds for classes which have been cancelled, nor dismissed early due to inclement weather or other circumstances beyond our control. To withdraw and receive a refund after registering, students must submit a completed "Withdrawal Form" to the Center for Community and Corporate Education at least ten days in advance of the first day of class. Refunds are less an administrative fee of five percent (5%) of the refund amount. Students who register less than ten business days in advance of the first day of class, waive their rights to a refund except for insufficient enrollment. The "Withdrawal Form" may be found at www.jeffstateonline.com.