

LOCATION: KC Metro

## Clinical Medical Assistant with Externship Certificate Program

### Program Description:

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 classroom lecture and hands on labs and a clinical externship opportunity at a local healthcare provider. To be eligible for the clinical rotation, students must successfully complete the 170 hour program, submit to a thorough background check, drug screening and meet other requirements. Note: Upon successful completion of this program, students would be eligible to sit for the National Healthcareer Association (NHA) Certified Clinical Medical Assistant (CCMA) national examination.

### Program Details:

The overall program has these integrated components: 1). Patient Examination and Treatment, 2). Laboratory Procedures, 3). Diagnostic Testing, 4). Use and Administration of Medication, 5). Ethics and Legal Aspects of Healthcare, 6). Customer Service, as well as CoreBuilders© Workplace Success Skills in Active Learning, Self-Leadership, Integrity, Teamwork, Communications, Human Behavior, Goals, Problem Solving and Career Management.

Students will participate in a holistic learning program that strengthens their ability to apply the related knowledge, skills, and abilities required to successfully perform at a high level in life and on-the-job. In addition to Industry and Technical Competencies, the curriculum effectively addresses the Personal Effectiveness, Academic and Workplace Competencies (Tiers 1-3) of the DOL-ETA Competency Model Pyramid.

**Program Prerequisites:** 18 years of age or older, not listed on the Missouri Employee Disqualification List. Not convicted of specified felonies or misdemeanors. Have a negative TB test. High School diploma or equivalent.

**Contact Hours (including out of class work):**  
170 hours classroom | 160 hours clinical hours

**Delivery Format:** Instructor-led | Clinicals

**Tuition:** \$3,995 (includes, books, fees and exam costs if applicable)

**Additional Fees:** Required Equipment and Supplies not provided by the University as a part of the program tuition include the following: Scrubs (any style or color except camouflage), Shoes (clean white sneakers with good support), and watch with a second hand.

**Expected Award:** UCM Certificate of Completion | National Healthcareer Association (NHA) Certified Clinical Medical Assistant (CCMA)

For more information, visit [ucmo.edu/workforce](http://ucmo.edu/workforce)  
or contact us at [extstudies@ucmo.edu](mailto:extstudies@ucmo.edu).