

# Clinical Medical Assistant Program



Clinical medical assistants perform clinical procedures including administering medications, assisting with minor surgeries, performing electrocardiograms, obtaining laboratory specimens, educating patients, and maintaining clinical equipment in an ambulatory care setting. They also perform routine clinical tasks to keep the offices of physicians, podiatrists, chiropractors, and optometrists running smoothly. Duties may include taking medical histories and recording vital signs, explaining treatment procedures, preparing patients for examination, and assisting the physician during the examination. Additionally, medical assistants may perform basic laboratory tests on the premises.

## Employment Prospects

According to the U.S. Department of Labor, employment of medical assistants is projected to grow 29 percent from 2016 to 2026, much faster than the average for all occupations.

## SDSU's Clinical Medical Assistant Program

Through classroom lectures and hands-on labs, this comprehensive 140-hour program prepares students to assist physicians in the clinical responsibilities of a medical office. The program includes an optional 160-hour clinical externship at a local healthcare service provider, for students who qualify. After obtaining the suggested practical work experience, students who complete the course will be prepared to sit for professional certification exams (see the FAQs online for details).

## Prerequisites

- A high school diploma or GED
- The ability to read, write, and comprehend English
- Basic arithmetic skills: addition, subtraction, multiplication, and division

## Key Areas Covered

- Introduction to medical assisting
- The clinical environment
- Diagnostic testing and procedures in the medical office
- Lab skills
- The ability to read, write, and comprehend English
- Phlebotomy and point-of-care testing
- Cardiac anatomy and physiology, and 12-lead electrocardiography
- Pediatric medical assistant scope of practice

## Tuition and Fees

The total program fee is **\$2,998** and includes textbooks and parking. This amount must be paid in full at the time of registration. Payment plans are not available. [Financial Aid Options](#) are listed on our website. *Note: All course offerings and prices are subject to change.*

## Schedule

The Clinical Medical Assistant program is offered in spring, summer, and fall.

For more information, email [healthcare.ces@sdsu.edu](mailto:healthcare.ces@sdsu.edu) or call **(619) 594-0845**.

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## Course Topics

- Function of the clinical medical assistant in a medical office
- Introduction to health care facilities
- Medical terminology
- Anatomy of each body system including the heart, conduction system, circulation, and blood vessels
- Care and safety of patients, medical and legal aspects, and work ethics
- Effective verbal and non-verbal communication
- Interpersonal skills and human behavior
- Phoning in prescriptions to various pharmacies
- Confidentiality and HIPAA (Health Insurance Portability and Accountability Act of 1996)
- Taking patient medical histories
- Updating patient medical files
- Instructing patients on proper usage of medications
- Vital signs and documentation
- Phlebotomy including venipuncture and capillary sampling
- Collecting non-blood specimens and point-of-care testing
- Performing 12-lead EKGs, and EKG strip analysis (P, Q, R, S, T waveform)
- Preparing and assisting with medical examinations
- Taking blood pressure and body temperatures
- Applying sterile dressings
- Preparing patients for X-rays
- Performing various injections
- Performing peripheral IVs
- Administering oral medications
- Aseptic technique and infection prevention
- Assisting with minor surgeries
- Proper use and disposal of biohazards and sharps
- Physical, developmental, and emotional growth of a child
- Pediatric routine visits
- Measuring pediatric growth
- Pediatric vital signs
- Pediatric immunizations and venipuncture
- Pediatric documentation
- Common pediatric diseases and conditions
- Pediatric diagnostic procedures
- Communication skills with pediatric patients and parents
- Proper pediatric restraining

## Optional Externship

Students who qualify for the externship will be required to submit the following, at their own cost:

1. Immunization record including MMR, TDAP, Varicella, Hep B (Any gaps must be addressed.)
2. Tuberculosis (PPD) test results dated within the last 12 months
3. Negative 9-panel drug-screen results
4. Live Scan background check

*Please note: These items are NOT due upon registration. They are due at the end of the class.*

For details about registration, documentation of course completion, the letter of completion, certificate of completion, certification, and frequently asked questions, please see the FAQs online at [neverstoplearning.net/healthcareFAQs](http://neverstoplearning.net/healthcareFAQs).

For additional information or to ask questions not answered here, please email [healthcare.ces@sdsu.edu](mailto:healthcare.ces@sdsu.edu) or call (619) 594-0845.

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