MTI
MEDICAL TRAINING INSTITUTE OF NEWYORK

Clinical Medical Assistant (CMA) curriculum

The medical assistant program at Medical Training Institute (MTI) is designed to prepare you to handle both clinical duties and responsibilities in a variety of healthcare settings such as a doctor's office or medical center. Clinical responsibilities include educating patients, performing diagnostic procedures, drawing blood, electrocardiography, scheduling appointments, and maintaining patient files

Units	Modules	Clinical Lab	Takeaways
PART 1 **Introduction to Medical Assisting**	• Medical Assistant and Healthcare Team • Patient Records and Electronic Health Records • Anatomy and Medical Terminology	• Patient Records • Electronic Health Record	• Describe the role of the medical assistant as a patient navigator • Discuss the two types of patient records • Differentiate between scope of practice and standards of care for medical assistants • Explain who owns the health record • Describe the structural organization of the human body • Discuss backup systems for the EHR, in addition to the transfer, destruction, and retention of health reco related to the HER • Discuss dictation and transcription. • Use the rules given to build and spell healthcare Terms
PART 2 **Fundamentals of Clinical Medical Assisting**	• Infectious Disease Process and Types of Infections: • OSHA Standards, and Sanitization, Asepsis, • Vital Signs • Physical Examination • Patient Coaching • Surgical Supplies and Instruments • Assisting with Surgical procedure • Principle of Electrocardiography	• Infectious Disease Process • Vital Signs • Physical Examination • Patient Coaching • Surgical Supplies and Instruments • Assisting With Surgical Procedures • Electrocardiography EKG	• Analyze the differences among acute, chronic, latent, and opportunistic infections • Apply the chain of infection process to the healthcare practice • Explain the major areas included in the OSHA Compliance Guidelines • Obtain and record an accurate patient temperature using three different types of thermometers • Identify the principles of body mechanics and demonstrate proper body mechanics • Use correct electrocardiography (ECG) terminology • Describe the medical assistant's role in a resting 12-lead ECG • Identify abnormal rhythms in an ECG tracing
PART 3 **Assisting with Medications**	• Principles of Pharmacology • Pharmacology Math • Medication and Routes of Administration • Assisting with Preparing and Administering Medication	• Medication and route of Administration • IV Drips • Injectable • TPN	• Discuss drug action, including the factors that influence drug action, the therapeutic effects of drugs, and adverse reactions to drugs • Describe the four types of drug names • Discuss types of medication orders • Discuss over-the-counter (OTC) medications and herbal supplements • Summarize the important parts of a drug label • Verify and discuss the rights of medication administration • Discuss the various forms of medication • Assisting with preparing and administer intradermal injections • Describe the MA's role in monitoring intravenous therapy

PART 4 **Assisting with Medical Specialties**	• Ophthalmology and Otolaryngology • Dermatology • Allergy and Infectious Disease • Physiology and Anatomy and Disorders: ► Gastrointestinal System ► Musculoskeletal System ► Nervous System ► Urinary and Male Reproductive Systems: ❖ Urinary and Male Reproductive: • Diseases and Diagnostic Procedures ❖ Female Reproductive System: • Specimen Collection, Contraception, Procedures, and Pregnancy • Pediatrics • Geriatrics	• Assisting with Dermatology • Assisting with Allergy and Infectious Disease	• Identify the anatomic structures of the eye, and discuss the process of vision • Recognize burns and cold injuries to the skin • Identify the etiology, signs and symptoms, diagnostic procedures, and treatment of HIV/AIDS. • Discuss disorders of the accessory organs and explain how hepatitis A, B, C, D, and E are transmitted • Identify CLIA-waived tests associated with common gastrointestinal disorders • Identify the common signs and symptoms of musculoskeletal conditions • Distinguish among common neurodegenerative diseases • Summarize the patient coaching required for electroencephalography • Differentiate between type 1 and type 2 diabetes Mellitus • Describe the anatomy of the cardiovascular system • Describe factors that influence blood pressure • Describe childhood growth patterns • Explain the changes in the anatomy and physiology aging. • Differentiate among independent, assisted, and skilled nursing facilities
PART 5 **Assisting with Clinical Laboratory Procedures**	• Introduction to the Clinical Laboratory • Urinalysis • Blood Collection • Analysis of Blood • Microbiology and Immunology • Surgical Supplies and Instruments • Assisting with Surgical procedure • Principle of Electrocardiography	• Urinalysis • Blood Collection • Analysis of Blood • Microbiology and Immunology	• Describe the divisions/departments of the clinical laboratory • Describe the safe use of a centrifuge. • Discuss the use of an incubator • Prepare a urine specimen for microscopic evaluation, and understand the significance of casts, cells, crystals, and miscellaneous findings in the microscopy report • Discuss the needles and supplies used in phlebotomy • Name the main functions of blood • Describe how to obtain a specimen for and perform a hemoglobin test • Obtain a specimen, and perform the CLIA-waived mononucleosis test
PART 6 **Job Seeking**	• Skills and Strategies • Certification Exam Preparation • Create a resume and cover letter. • Interview Skills • HESI Medical Assisting • Medical Assistant Certification Exam preparation	• Practice interview skills during a mock interview • Skills and Strategies • Complete an online profile and job application	• Explain job search methods • Create a resume and cover letter • Evaluate business performance and potential using financial statements • Create a thank-you note for an interview • Describe personality traits important to employers • Explain common human resource hiring requirements when starting a new job • Medical Assistant Certification Exam preparation for: ► American Association of Medical Assistants ► American Medical Technologists (AMT) ► Practice tests are formatted similarly to the NHA exam ► HESI Medical Assisting Practice Test

Internship Clinical Rotation	**Clinical Medical Assistant Internship- Clinical Rotation**