



CLASS NUMBER AND NAME:	MDN255 MA CERTIFICATION EXAM PREPARATION	
TOTAL HOURS/UNITS:	24 HOURS	1.0 UNIT
PREREQUISITES:	Completion of MDN162A – Introduction to Clinical Assisting I.	
TEXTS AND MATERIALS:	<u>Medical Assisting Review, Passing the CMA, RMA and CCMA Exams</u> , McGraw Hill (ISBN 978-1-259-98969-8)	
CLASS DESCRIPTION:	This course is a lab class which utilizes a computerized testing simulator designed to highlight the student's strengths and weaknesses in preparation for the various Certified Medical Assistant exams. The instructor presents all potential certification opportunities to the student and the exam application process is explained and facilitated. The student will be presented with multiple scenarios based on actual patient situations to sharpen their skills as a Medical Assistant and prepare them for certification. The student will be well prepared to sit for the CCMA, NCMA, or RMA Exam.	
CLASS OBJECTIVES:	To provide the student with multiple scenarios to sharpen their critical thinking skills as a Medical Assistant. To prepare the student for employment as a Medical Assistant as well as maximizing their externship. To prepare the student for certification as a medical assistant.	
CLASS FORMAT OVERVIEW:	This class is a lab experience utilizing a computerized testing simulator with access to an instructor for questions and clarification.	
CLASS ATTENDANCE:	It is expected that each student will log on daily. Students who do not log on within the first week of class will automatically be dropped from the course.	
TESTING:	The student must satisfactorily complete <u>all</u> tests, exercises, and homework with a passing grade of 70% or better.	
LATE TESTING:	This class uses the Connect platform and tests are only available for a limited time. Missed testing opportunities cannot be made up	

GRADING POLICIES:

The final grade for the class is calculated by a cumulative point system. Points are given for completion of reading assignments, reviews, quizzes, and mock certification exams. To pass this course the student must also register for the certification exam of their choice.

90% - 100%	A
80% - 89%	B
70% - 79%	C
69% and Below	F

F

ANTICIPATED STUDENT OUTCOMES

Upon completing this course, the student will be able to:

1. Explain the difference between the various certification exams the student is eligible to take including the deadlines to apply for each exam.
2. Explain the goals of certification and the process of applying to become certified as a medical assistant.
3. Successful completion of the practice exams.
4. Completion of the application for the certification exam of their choice.

Certification Exam Preparation

Overview: This is an online review course in which the students must check in with their instructor daily to take a paper quiz as well as work online.

The McGraw Hill Connect program uses exam samples from many national MA certification exams. This product is sold nationally and therefore, some questions do not pertain to California Medical Assistants. There are occasional questions about IV's and catheterization which are not included in the California scope of practice and are not covered on our state exam, but may be covered on national exams. Use your critical thinking skills and medical knowledge to rule out incorrect answers on these questions because they cannot be skipped.

Despite the aforementioned flaws, this product provides an excellent, challenging review to prepare you for MA certification. It is a web based product that you can access from any internet connection, including a smart phone! The certification that your program is geared to is the CCMA, NCMA, or RMA Exam.

Please refer to your schedule on the Connect platform to stay up to date with your assignments.

If you have any questions, please contact your instructor directly. Your instructor for this class is:

Shannon Tinsley

Email: stinsley@empirecollege.com

Week One		
Monday		Chapter 1 – The Profession of Medical Assisting
Tuesday		Chapter 2 – Medical Terminology
Wednesday		Chapter 3 – Anatomy and Physiology
Thursday		Chapter 4 – Pathophysiology
		Practice Exam
Week Two		
Monday		Chapter 5 – Microbiology
Tuesday		Chapter 6 – General Psychology
Wednesday		Chapter 7 – Nutrition & Health Promotion
Thursday		Chapter 8 – Medical Law and Ethics
		Practice Exam
Week Three		
Monday		Chapter 9 – Reception, Correspondence, Mail, Telephone Techniques, and Supplies
Tuesday		Chapter 10 – Appointments, Scheduling, Medical Records, Filing, Policies, and Procedures
Wednesday		Chapter 11 – Communication in the Medical Office
Thursday		Chapter 12 – Keyboarding and Computer Applications
		Practice Exam
Week Four		
Monday		Chapter 13 – Financial Management
Tuesday		Chapter 14 – Medical Insurance
Wednesday		Chapter 15 – Medical Coding
Thursday		Chapter 16 – Blood-Borne Pathogens and Principles of Asepsis
		Practice Exam

Week Five		
Monday		Chapter 17 – Preparing the Patient
Tuesday		Chapter 18 – Vital Signs and Measurement
Wednesday		Chapter 19 – Pharmacology
Thursday		Chapter 20 – Administration of Medication
		Practice Exam
Week Six		
Monday		Chapter 21 – Electrocardiography
Tuesday		Chapter 23 – Physical Therapy
Wednesday		Chapter 24 – Medical Emergencies and First Aid
Thursday		Chapter 25 – Clinical Laboratory
		Practice Exam