



CLASS NUMBER AND NAME:	<b>MDN255 MA CERTIFICATION EXAM PREPARATION</b>	
TOTAL HOURS/UNITS:	24 HOURS	1.0 UNIT
PREREQUISITES:	Completion of MDN162A – Introduction to Clinical Assisting I.	
TEXTS AND MATERIALS:	<u>Medical Assisting Exam Review Online, Online Single User Version, Delmar/Cengage (ISBN 9781401878122)</u>  Your Instructor will provide you with a Learning Code.	
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:

**A 10 PERCENT PENALTY WILL BE ISSUED FOR ALL LATE TESTS.** If you are not present the day of the test and have not made arrangements with the instructor to take the test early, you will automatically be given the 10 percent penalty. (Late tests start with a “B”). Late homework will receive 1% off the final grade per class period that it is late.

#### GRADING POLICIES:

The final grade for the class is calculated by a cumulative point system. The student must take the post test for the CMA Exam simulation and will receive a final grade for the class based on 100% completion of assignments and their final post test score:

A score of 700 and above = A

650 – 700 = B

600 – 650 = C

Below 600 = 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

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**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 Delmar Software uses exam samples from many MA certification exams including national 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 follow this guide to turn in the specific homework assignments for class credit. Late work is not accepted but early submissions are always welcome.

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

**Shannon Tinsley**

**Email: [stinsley@empirecollege.com](mailto:stinsley@empirecollege.com)**

## Week One:

- Monday Check in to receive syllabus and learning code from your instructor and watch a demonstration of the online based product. Write learning code here: \_\_\_\_\_
- Homework Create an account and register your access code. Add the learning code you received to link your account to your instructor. No credit may be given for this course unless your account is linked to your instructor.
- Tuesday Receive handout about certification options and research which exam is best for you.
- Homework: Make copies of your injections and/or venipuncture certificates to qualify for the clinical exam. Copy BLS certification card as well as your state issued photo identification. Submit all copies to your instructor to be attached to your application.
- Wednesday Report any registration concerns/issues to your instructor for the test software. Read about all the exams covered by the software. Notice the differences between the exams. Choose the path for the CMA Exam which is most like our California Certified Medical Assistants Exam. Take the General Exam pre-test
- Thursday (Online only day) Take the Clinical and Administrative pre-tests

## Week Two:

- Monday Take a practice general practice quiz in class (paper test) Begin reviewing your personalized study plan online
- Tuesday Take a practice quiz in class (paper test)
- Wednesday Take a practice quiz in class (paper test)
- Thursday (Online only day) Complete your first Post-test attempt. **Print your score and turn it in on Monday to earn 100 points.**

### Week Three:

- Monday Turn in your post-test score and take a practice quiz in class (paper test) Review your score from your post test. If your score is over 700 be sure to submit a copy of your completion certificate to your instructor. If it is less than 700 review your personalized study plan.
- Tuesday Take a (paper test )in class
- Wednesday Take a practice quiz in class (paper test)
- Thursday (Online only day) Second attempt at the post-test

### Week Four:

- Monday **Print out completion certificate for your instructor online of your second post-test attempt and** take a practice quiz in class (paper test)
- Tuesday Take a practice quiz in class (paper test) and take the general pre-test again.
- Wednesday Take a practice quiz in class (paper test) and take the Clinical and Administrative pre-tests again.
- Thursday (Online only day) Third attempt at the post-test

### Week Five:

- Monday **Register for your exam in class with your instructor** and take a practice quiz in class (paper test)
- Tuesday Retake post-test and print out completion certificate for your instructor online and take a practice quiz in class (paper test)
- Wednesday Take a practice quiz in class (paper test)
- Thursday (Online only day) Fourth attempt at the post-test

### Week Six:

- Monday Take a practice quiz in class (paper test)
- Tuesday Take a practice quiz in class (paper test)
- Wednesday **Take Mock Exam (on paper) in class**
- Thursday Verify class completion with your instructor

### Near Future:

Ace the certification exam and become a Certified Medical Assistant!