

Certified Clinical Medical Assistant (CCMA)

CTF 20 Anatomy and Physiology (T) \$325

TueThur 6:30-10pm
 Oct 3-Dec 17 OR
 Sat 9am-3:30pm
 Oct 5-Dec 14

An introduction to the structure and function of the human body, common disorders and diseases in relation to body systems.

This course is required for CTF 87 Basic Patient Care Skills and Medical Law, CTF 90 EKG/ECG Technician and CTF 91 Phlebotomy Procedures.

Note: Students registered for the Tues/Thurs class will receive our *Emerging Trends in Healthcare Career Seminar*, a free 1-credit course offered through the new Bridges to Allied Health Careers program. Attendance during all seminar sessions is required.

CTF 87 Basic Patient Care Skills and Medical Law (T) (M) \$325

MonWed 6:45-9:45pm
 Oct 2-Dec 18 OR
 Sun 9am-3:30pm
 Oct 6-Dec 15

Skills common to the private practice and hospital worker are covered including obtaining medical histories, vital signs, prepping patients, first-aid care, and emergency procedures for the medical office. Also covered: Patient's Bill of Rights, advanced directive, and scope of practice issues.

Prerequisite: CTF 20 Anatomy & Physiology.

Materials fee: \$30

White lab coat required. Available for purchase at the Campus Bookstore.

CTF 88 Diagnostic Tests (T) (M) \$325

MonWed 6:45-9:45pm
 Oct 2-Dec 18 OR
 Sun 9am-3:30pm
 Oct 6-Dec 15

This course will help you understand the importance of maintaining a sterile environment when preparing for minor surgical procedures. You will learn how to collect specimens, perform simple measurements and tests, and acquire knowledge of prescription and non-prescription medications. In addition, the computer component will teach you to use electronic records in a medical practice.

Prerequisite: CTF 87 Basic Patient Skills and Medical Law.

Materials fee: \$30

White lab coat required. Available for purchase at the Campus Bookstore.

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Materials fee: \$30

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CTF 89 Certified Electronic Health Records Specialist (T) \$575

MonWed 6:45-9:45pm
 Oct 2-Dec 18 OR
 Sun 9am-3:30pm
 Oct 6-Dec 15

Using Electronic Health Records (EHR) software, you will learn the basics of entering health information: Clinical Decision Support Tools, Physician Order Entry Screens, and Electronic Prescribing. You will also learn how to define, formulate and interpret health information from an actual EHR; as well as arrange and create detailed workflows. Time will also be allotted to practice for the NHA CEHRS examination.

Prerequisites: Computer proficiency (will be assessed) and some experience in office administration.

CTF 90 EKG/ECG Technician (T) \$325

MonWed 6:45-9:45pm
 Oct 2-Dec 18 OR
 Sat 9am-3:30pm
 Oct 5-Dec 14

This course provides opportunities to learn and practice techniques employed by EKG/ECG technicians, while learning many of the basic terms associated with cardiovascular, anatomy and physiology.

Prerequisite: CTF 20 Anatomy & Physiology

Materials fee: \$30

White lab coat required. Available for purchase at the Campus Bookstore.

CTF 91 Phlebotomy Procedures (T) \$325

TueThur 6:45-9:45pm
 Oct 3-Dec 17 OR
 Sat 9am-3:30pm
 Oct 5-Dec 14

This course provides theoretical and laboratory preparation for entry-level performance as a phlebotomist. It focuses on vascular anatomy and physiology; performance of venipuncture techniques, and additional responsibilities of phlebotomists as members of the healthcare team.

Prerequisite: CTF 20 Anatomy & Physiology. Medical clearance is required.

Live needle sticks performed. Students must sign an Assumption of Risk. Materials fee: \$30

White lab coat required. Available for purchase at the Campus Bookstore.

Use of **American Heart Association** materials in an educational course does not represent course sponsorship by the **American Heart Association**. Any fees charged for such a course, except for a portion of fees needed for AHA course materials, do not represent income to the Association.

RTP 40

Basic Life Support for Healthcare Providers (BLS HCP) (T)

Tuesday

Original 9am-5pm or \$75

Renewal 9am-1pm \$35

Sept 10, Oct 22, Nov 19 or Dec 3

Sunday

Original 9am-5pm or \$75

Renewal 9am-1pm \$35

Sept 22, Oct 6, Nov 3 or Dec 29

This course provides the skills to recognize and provide care in respiratory and cardiac emergencies, using the latest 2015 AHA guidelines, to teach adult, child and infant cardiopulmonary resuscitation and automatic external defibrillator use.

You must come in person to register. We do not accept cash (checks, money orders and credit cards will be accepted).