Certified Clinical Medical Assistant

**CTF 20**
**Anatomy and Physiology (T)**  $275
TueThu 6:45-9:45pm
Sept 29-Dec 8 OR
Sat 9am-3:30pm
Oct 3-Dec 12
This is an introduction to the structure and function of the human body, plus 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 or CTF 91 Phlebotomy Procedures.

**CTF 87**
**Basic Patient Care Skills and Medical Law (T)**  $275
MonWed 6:45-9:45pm
Sept 28-Dec 9
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 directives; and scope of practice issues.

Prerequisite: CTF 20 Anatomy & Physiology
Materials fee: $20

**RTP 40**
**Basic Life Support for Healthcare Providers (BLS HCP) (T)**  
Call 718-368-5050 for dates.
This highly interactive course provides the skills to recognize and provide care in respiratory and cardiac emergencies, using the latest 2010 AHA guidelines, to teach adult, child and infant cardiopulmonary resuscitation (CPR) and automatic external defibrillator (AED) use. Upon successful completion, you will receive a BLS HCP card issued by AHA, valid for two years.

Students are responsible for studying the required textbook prior to class. Information for textbook retrieval will be given upon registration.

**CTF 88**
**Diagnostic Tests and Electronic Health Records (T)**  $275
MonWed 6:45-9:45pm
Sept 28-Dec 9
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: $20

**CTF 89**
**Certified Electronic Health Records Specialist (CEHRS) (T)**  $575
MonWed 6:45-9:45pm
Sept 28-Dec 9 OR
Sat 9am-3:30pm
Oct 4-Dec 13
This course will help students develop skills through a widely-used Electronic Health Records (EHR) software. Students will learn the basics of entering demographic and health information; Clinical Decision Support Tools, Physician Order Entry Screens, and Electronic Prescribing. In addition, students 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 give students practice for the NHA CEHRS examination.

Note: Tuition includes e-Learning materials, online classroom access and live support chat.

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

**CTF 90**
**EKG/ECG Technician (T)**  $245
MonWed 6:45-9:45pm
Sept 28-Nov 18 OR
Sat 9am-2pm
Oct 4-Dec 12
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
For Patient Care Technician for CNA certificate, CTF 93 Introduction to Patient Care Technician is the pre-requisite.
Materials fee: $20
White lab coat required (purchased separately) not included in materials fee.

**CTF 91**
**Phlebotomy Procedures (T)**  $275
TueThu 6:45-9:45pm
Sept 29-Dec 8 OR
Sat 9am-3:30pm
Oct 3-Dec 12
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
For Patient Care Technician for CNA certificate, CTF 93 Introduction to Patient Care Technician is the pre-requisite.
Materials fee: $25
White lab coat required (purchased separately) not included in materials fee.