Certified Clinical Medical Assistant

**CTF 20**
*Anatomy and Physiology (T)*
$275
TueThu 6:45-9:45pm
Sept 27-Dec 13 OR
Sat 9am-3:30pm
Oct 1-Dec 17
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.

**CTF 87**
*Basic Patient Care Skills and Medical Law (T)*
$275
MonWed 6:45-9:45pm
Sept 26-Dec 14
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
White lab coat required. Available for purchase at the Campus Bookstore.

**RTP 40**
*Basic Life Support for Healthcare Providers (BLS HCP) (T)*

Please see the second page of this document for description, scheduling and pricing.

**CTF 88**
*Diagnostic Tests (T)*
$275
MonWed 6:45-9:45pm
Sept 26-Dec 14
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
White lab coat required. Available for purchase at the Campus Bookstore.

**CTF 89**
*Certified Electronic Health Records Specialist (T)*
$575
MonWed 6:45-9:45pm
Sept 26-Dec 14 OR
Sun 9am-3:30pm
Oct 2-Dec 18
This course will help students develop skills through widely-used Electronic Health Records (EHR) software. They will learn the basics of entering demographic and health information; Clinical Decision Support Tools, Physician Order Entry Screens, and Electronic Prescribing. In addition, CTF 89 teaches students 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.

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 26-Nov 28 OR
Sat 9am-2pm
Oct 1-Dec 17
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
This course is also required for the Patient Care Technician (PCT) program. Materials fee: $20
White lab coat required. Available for purchase at the Campus Bookstore.

**CTF 91**
*Phlebotomy Procedures (T)*
$275
TueThu 6:45-9:45pm
Sept 27-Dec 13 OR
Sat 9am-3:30pm
Oct 1-Dec 17
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.
Live needle sticks performed. Students must sign Risk of Acknowledgement form. This course is also required for the Patient Care Technician (PCT) program. Materials fee: $25
White lab coat required. Available for purchase at the Campus Bookstore.
RTP 40  
Basic Life Support for Healthcare Providers  
(BLS HCP) (T)

This highly interactive 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 (CPR) and automatic external defibrillator (AED) use.

Scheduling

<table>
<thead>
<tr>
<th>RTP40 Friday Courses</th>
<th>RTP40 Sunday Courses</th>
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<tbody>
<tr>
<td>Original 9am-5pm $75</td>
<td>Original 9am-5pm $75</td>
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<tr>
<td>Renewal 9am-1pm $35</td>
<td>Renewal 9am-1pm $35</td>
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<td>Sept 9 OR Oct 14 OR Nov 4 OR Dec 2</td>
<td>Sept 11 OR Oct 16 OR Nov 6 OR Dec 4</td>
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