Certified Clinical Medical Assistant

**CTF 20**

**Anatomy and Physiology (T)**

- **TueThur 6:45-9:45pm**
- April 14-June 18 OR Sat 9am-4:10pm
- April 18-June 20

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 or CTF 91, Phlebotomy Procedures.

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**RTP 40**

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

**Friday Courses**

- Original 9am-5pm $75
- Renewal 9am-1pm $35
  
  Apr 10 OR
  May 8 OR
  June 12

**Sunday Courses**

- Original 9am-5pm $75
- Renewal 9am-1pm $35
  
  Apr 5 OR
  May 3

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.

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**CTF 87**

**Basic Patient Care Skills and Medical Law (T)**

- **MonWed 6:45-9:45pm**
- April 13-June 22

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**

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**CTF 88**

**Diagonal Tests (T)**

- **MonWed 6:45-9:45pm**
- April 13-June 22

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**

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**CTF 89**

**Certified Health Records Specialist Certification (CEHRS) (T)**

- **MonWed 6:45-9:45pm**
- April 13-June 17 OR Sun 9am-3:30pm
- April 19-June 21

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, 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.

**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.**

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**CTF 90**

**EKG/ECG Technician (T)**

- **MonWed 6:45-9:45pm**
- April 20-June 10 OR Sat 9am-2pm
- April 18-June 20

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.**