

Medical Assisting Certification Review Course

The **Health Workforce Initiative (HWI)** is an integral part of the Division of Workforce and Economic Development in the California Community Colleges Chancellor's Office. The division collaborates with employers, organized labor, local communities, and community colleges to prepare California's workforce for 21st century careers. Under the *Doing What Matters for Jobs and the Economy* Initiative, HWI identifies the workforce needs of the health care delivery systems and develops solutions through a comprehensive process that includes assessment and analysis, planning and development, and implementation and evaluation. We provide education and training programs to meet emerging demands for health care industry workers.

In this era of the Affordable Care Act, the emerging and enhanced role of the Medical Assistant as part of the Health Care Team is receiving much attention. It is anticipated that many employers will be requiring both new and incumbent Medical Assistants to become certified. Therefore, HWI has produced this **MEDICAL ASSISTING CERTIFICATION REVIEW COURSE** in PowerPoint format, consisting of the following components:

- Part 1: General Knowledge
- Part 2: Law, Ethics & HIPAA
- Part 3: Professionalism
- Part 4: Communication
- Part 5: Human Behavior
- Part 6: Administrative Skills
- Part 7: Clinical Skills
- Part 8: Nutrition & Special Diets
- Part 9.1: CMA (AAMA) Exam Content Outline
- Part 9.2: RMA (AMT) Exam Content Outline
- Part 9.3: CCMA (CCBMA) Exam Content Outline

This MA Certification Review Course can be used in a workshop format for multiple participants, or it can be used on an individual basis by either new OR incumbent Medical Assistants to aid them in passing a certification exam offered by one of the three Certifying Agencies approved by the Medical Board.

Resources:

Essentials of Human Diseases and Conditions. 5th ed. 2013. Frazier, Margaret Schell and Drzymkowski, Jeanette Wist, Elsevier Saunders, New York

Anatomy, Physiology & Disease, An Interactive Journey for Health Professionals. 2nd Ed. 2013. Bruce Colbert, Jeff Ankney, Karen Lee. Pearson, Prentice Hall, New Jersey.

Delmar's Comprehensive Medical Terminology, 4 ed. 2011, Betty Davis Jones, Delmar, New York

Medical Assisting, Administrative and Clinical Procedures, 5th ed. 2013 Booth, Kathryn A. New York: McGraw-Hill

Comprehensive Exam Review for the Medical Assistant. 2012 Gohsman, Robyn, Pearson, Prentice Hall, New Jersey.

www.cdc.gov

Certifying Agencies approved by the Medical Board:

American Association of Medical Assistants (312) 424-3100
20 N. Wacker Drive, #1575
Chicago, IL 60606-2963
<http://www.aama-ntl.org>

American Medical Technologists (847) 823-5169
710 Higgins Road
Park Ridge, IL 60068
<http://www.amtl.com>

California Certifying Board of Medical Assistants (866) 622-2262 or
P.O. Box 462 (530) 622-1850
Placerville, CA 95667
<http://www.ccbma.org>

Per The Medical Board of California Website:

Medical assistants are **unlicensed** individuals who perform non-invasive routine technical support services under the supervision of a licensed physician and surgeon, podiatrist, physician assistant, nurse practitioner, or nurse midwife in a medical office or clinic setting. The supervisor **must** be on the premises in order for the medical assistant to perform those non-invasive technical support services.

Medical assistants may obtain "certified" status through private agencies approved by the Medical Board of California.

A list of "Frequently Asked Questions" addressing the appropriate training, supervision, and scope of practice issues, is available to assist members of the public and profession to understand the role of the medical assistant within the health care system.

A copy of the Business and Professions Code, the Health and Safety Code, and the California Code of Regulations, relating to the scope of practice of medical assistants in the State of California, may be obtained at:

http://www.mbc.ca.gov/Licensees/Physicians_and_Surgeons/Medical_Assistants/

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