

## Clinical Medical Assistant Employment Opportunities

Opportunities as a Clinical Medical Assistant are projected to be one of the fastest growing occupations over the next several years.

Job prospects should be best for those with formal training or experience, particularly those with certification.



- Medical Career Programs require a high school diploma or GED. Some programs also require malpractice insurance, criminal background check, drug screen, health screen, and other items.

Call 205-856-7710 for specific information.



Center For Community and Corporate Education

Jefferson Campus  
George Wallace Hall, Room 202  
2601 Carson Road  
Birmingham, AL 35215

Shelby-Hoover Campus  
Health Sciences Building, Room 321  
4600 Valleydale Road  
Birmingham, AL 35242

Registration:

Phone: (205) 856-7710 or (205) 983-5277

E-mail: [workforcedev@jeffstateonline.com](mailto:workforcedev@jeffstateonline.com)

Website: [jeffstateonline.com](http://jeffstateonline.com)

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# Clinical Medical Assistant



**The Center for Community  
and Corporate Education**

# Get Started Today!

# Clinical Medical Assistant

Clinical Medical Assistants serve an integral function to keep the offices of physicians, podiatrists, chiropractors, and other health practitioners running smoothly.



Clinical Medical Assistants may be called upon to perform direct medical duties under the supervision of a physician such as: collect and prepare laboratory specimens or perform basic laboratory tests on the premises, dispose of contaminated supplies, and sterilize medical instruments. They instruct patients about medications and special diets, prepare and administer medications as directed by a physician, authorize drug refills as directed, telephone prescriptions to a pharmacy, draw blood, prepare patients for x-rays, take electrocardiograms, remove sutures, and change dressings.



In addition, Clinical Medical Assistants perform many administrative duties, including answering telephones, greeting patients, updating and

filing patients' medical records, filling out insurance forms, handling correspondence, scheduling appointments, arranging for hospital admission and laboratory services, and handling billing and bookkeeping.

Successful candidates of the program will receive a certificate of completion from Jefferson State and have the option to sit for the National Health Career Association Certified Clinical Medical Assistant certification exam.

## General Information:

\*\* 64-session course includes clinical rotations.

\*\* Clinical hours weekdays, nights or weekends.

Workforce Investment Act (WIA) scholarships may be available for qualified and eligible students. Please call for details.

## Course Includes the Following Topics:

- Fundamentals of Medical Assisting
- Psychological Aspect of Patient Care
- Anatomy and Physiology
- Medical Terminology
- Medical Law and Ethics
- Asepsis and Infection Control
- CPR and First Aid
- Ambulatory
- Fundamentals of Pharmacology
- Laboratory Measurements
- Foundations of Chemistry
- Basic Hematology
- Introduction to Urinalysis

## Registration Fees & Requirements *Subject to change.*

Course Fee	\$1695
Textbook	\$175 approx
Drug Screen	\$43 approx
Criminal Background Check	\$19 approx
Malpractice Insurance	\$15 approx
CPR Certification Card	\$10 approx
Student ID Badge	\$10 approx
Certification test fee - optional	\$149 approx

## Additional Fees *All costs are estimates and subject to vary.*

Clinical partners have different health and vaccination requirements. These are the responsibility of the student and the cost is not included in the registration fee. Failure to produce documentation of positive health and vaccination requirements will result in termination from the program without a refund.

Clear Health Form including updated immunization record signed by certified healthcare provider is due mid-semester. The cost varies and may be covered by some health insurance companies.

## Two Ways to Register For Classes

- The quickest way to register is online at [www.jeffstateonline.com](http://www.jeffstateonline.com). Go to the "Community and Corporate Education" link on the web page.
- Walk-in: Walk-in registration is accepted during our regular business hours, Monday-Friday, 8:30 a.m.-4:30 p.m. at the following locations:

Jefferson Campus  
George Wallace Hall, Room 202  
2601 Carson Road  
Birmingham, AL 35215

Shelby-Hoover Campus  
Health Sciences Building, Room 321  
4600 Valleydale Road  
Birmingham, AL 35242

[All Students should review refund and other policies prior to registration on our website.](#)

## Pay As You Go

A "Pay As You Go" registration option is available for some certificate programs. Participating students register and pay for three separate courses that, when taken together, make up one career program. Courses are designed to be delivered consecutively.

- Books, supplies, and other items required for the course which are not included in the course tuition are not eligible for the "Pay As You Go" registration option.
- Online classes do not qualify.
- Participating students pay for each course in advance of the first day of class.