

# Clinical Medical Assistant

**As a Clinical Medical Assistant**, you will help the physician carry out procedures, care for patients, perform simple lab tests, and administer medications. The Clinical Medical Assistant works in a doctor's office or clinic. This course combines 134 hours of classroom instruction, including electrocardiography (EKG), with a 160-hour externship to provide you with a complete learning experience.

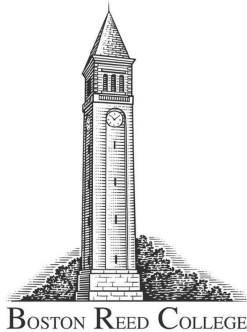
**Community Job Survey:** Medical Assisting is the sixth fastest growing job in the U.S. according to the Department of Labor. According to the Bureau of Labor Statistics, Health Services is one of the fastest growing industries after computers.

**Instructional Format:** 294 hours of classroom and clinic-based instruction. **Externships:** Eligible\* students who commit to a full-time externship (five business days a week) will be placed in an externship no later than 90 days from the end of the classroom portion of any course. Eligible students who commit to a part-time externship (2-4 business days per week) will be placed in an externship no later than 180 days from the end of the classroom portion of any course. Students may be required to travel 60 miles in one direction to an externship site.

\*An eligible student is one who has all prerequisites on file with Boston Reed College, has successfully completed the classroom portion of the course, and has complied with all policies and procedures and met all financial obligations. Prerequisites are as follows: externship questionnaire, CPR for the *healthcare provider*, proof of a current physical examination, tuberculosis screening, and a resume.

**Prerequisites:** There are no minimum state requirements for enrollment. We recommend that students are at least 18 years of age and have earned a high school diploma or its equivalent. Prior to placement in an externship, each participant will be required to show proof of completion of CPR for the healthcare provider (the CPR course must be one and two-person teams for adult, child and infant CPR), proof of a current physical examination, tuberculosis screening, and must have submitted a resume. Submitting a resume and obtaining CPR, physical, and TB screening are student's responsibilities.

**Continuing Education Units:** Certified Nursing Assistants earn 48 hours of CEU's.



Required  
Prescreening Date:

**Wed., Nov.25**  
10:00am–12:00pm

525 Butler Farm Rd  
Suite 102, Room 710  
Hampton, VA 23666

Please Call  
825-2937 to R.S.V.P

**English and Math Prescreening:** You will be required to pass an English language and math prescreening prior to final admittance into class. This prescreening will be administered on September 9th, 2009. The prescreening covers basic English language reading and comprehension as well as basic math (addition, subtraction, multiplication, division, fractions, decimals and percentages). Go to [www.adultedreg.com/tncc](http://www.adultedreg.com/tncc) to see sample prescreening assessments.

Instructional Materials:  
Go to  
[www.adultedreg.com/tncc](http://www.adultedreg.com/tncc)  
and click on Resources



For more information:  
**Call 825-2937**

## Clinical Medical Assistant

Class Dates:

**November 30–February 8**

Monday through Thursday

9:00 am–2:30 pm

Tuition Fee: \$3,075

(Additional expenses beyond tuition: approximately \$560.00)

TNCC - Hampton Campus

### How Do I Register for Classes?

Register by phone, fax, or in person. Payment in full is required at the time of registration: American Express, MasterCard, VISA, check and money order. Cash payments CANNOT be accepted. Students must first complete a TNCC web application. Go to [www.tncc.edu](http://www.tncc.edu) and click on **Apply** and then **Apply Online Now**. For #5, select Thomas Nelson Community College, and for #6, choose CEU student. After completing the application, print it out and write down your SIS ID #. You will need this number to register for classes.

**PHONE:** Register by phone with American Express, MasterCard or VISA by calling the administrative office at (757) 825-2937 or (757) 825-2935 during regular business hours (see business hours below).

**FAX:** Blank registration forms can be printed from our website: [workforce.tncc.edu](http://workforce.tncc.edu). Click on Continuing Education. Click on "how do I register" on left, and then on the registration form hyperlink under step 3. Complete registration form using black ink. Include American Express, MasterCard or VISA payment information on the bottom of form and **fax** to our secure location at (757) 825-3552. Please call the administrative office to confirm your fax was received.

**IN PERSON:** Register in person during regular business hours at the administrative office in Hampton or Williamsburg, or at advertised open house events. Bring check, money order or credit card information to register in person. American Express, MasterCard and VISA are acceptable forms of credit card payment. Cash payments CANNOT be accepted.

See the current schedule of classes or our website at <http://workforce.tncc.edu/continuingeducation> for complete course descriptions and administrative policies including refund policy and instructions for employer or organization payment of tuition.

#### **Register in Hampton**

Location: Hampton Administrative Office  
TNCC Hampton Campus, Hampton III Building  
525 Butler Farm Road, Suite 103  
Virginia Workforce Center  
757-825-2937 or 757-825-2935

Academic Year Hours  
Effective August 10, 2009 – May 7, 2010  
Monday, Wednesday & Friday 8:30am-4:30pm  
Tuesday & Thursday 8:30am-5:30pm

#### **Register in Williamsburg**

Location: Williamsburg Administrative Office  
TNCC Historic Triangle Campus  
4601 Opportunity Way  
757-258-6591

Academic Year Hours  
Effective August 10, 2009 – May 7, 2010  
Monday – Friday 8:00am-2:00pm