



Medical Assisting Career Prep

175 Hours / 12 Months / Self-Paced

Certified Medical Scribe Specialists (CMSS) are credentialed and certified clinical assistants to the physician. **Each successful candidate is issued a 12-month CMS compliance issuance of certification and credentials.** CMS has asked that each provider or practice maintain a copy of the CMSS Specialist crosswalk and CMSS Compliance Certificate document in their files, just as they would retain documentation outlining their individual approach and method, as well as staffing protocols for audit purposes. ACMSS requires 3 accredited hours of Continuing Medical Education, as approved by ACMSS.

Course Overview:

Health care is changing, and the role of the Medical Assistant is more important than ever. The Medical Assistant is the most versatile member of the healthcare team and is an important part of the successful physician practice. Although the skills the Medical Assistant performs will vary among medical offices, this course will fully prepare the student with a wide variety of skills, making him or her an essential part of the healthcare team. This course will provide a comprehensive overview of all aspects of clinical medical assisting, including care and management of the patient, the different body systems, administering and injecting medications, insurance and coding requirements, the special needs of pediatric and geriatric patients, and employment opportunities and strategies for Medical Assistants.

The content in the certification course will prepare students to take the associated industry recognized exam. Please note that the individual state requirements may vary. Students will be responsible to check with their state's governing body for state specific requirements.

Students will:

- Explain clinical medical assisting and describe the function of the clinical medical assistant as part of the healthcare team.
- Identify the primary components of clinical care and management.
- Describe the integumentary and respiratory systems and identify the diseases and disorders of each system.
- Describe the muscular, skeletal, circulatory, nervous, and sensory systems of the body and identify the diseases and disorders that affect each area.
- Describe the endocrine, digestive, and urinary and reproductive systems and identify the diseases and disorders that affect each area.
- Describe the medical insurance system and identify coding procedures and processes.
- Identify the skills necessary for working with pediatric and geriatric patients.

- Explain the job search process and identify the skills necessary to find and obtain employment.

About ACMSS:

ACMSS is committed to offering world class interactive online courses that provide training and learning support for the student in a number of ways during their experience. The ACMSS course structure has been developed to provide activities to guide students throughout the entire process of learning. Learning activities include hands-on assignments that allow students to use what they are learning to allow better transferable skills within their work environments; and collaborative assignments, like wikis and discussion groups that allow them to share what they have learned with others in the same course.

While a student learns, they are not alone. Each student will receive guidance and support from his or her assigned Training Assessment Manager (TAM) and Student Services Specialist (SSS) representative. In addition, we will offer live monthly webinars and feedback sessions for various subject categories. Throughout the entire course, students are monitored by the SSS representative using progress reporting from the ProTrain Registration System (PRS).

ACMSS will provide Students who successfully complete their online certification programs and pass their industry level certification exams the access to the new ACMSS Education-2-Employment Career Tracker system. The Career Tracker will allow our students who pass exams to load their own resumes at no additional cost, and letting industry employers find their talent through the same database.

Curriculum Developer Biography:

Willow Nolland is an expert in education and eLearning, with more than ten years of experience in curriculum development and instructional design. She has worked in higher education for over twelve years, and has developed numerous courses and has been involved in curriculum development across disciplines. She has experience with academic program development and coordination, curriculum development, student learning outcomes, educational partnerships, and student development. In addition, she has developed and administered professional development programs for various groups, including teachers, counselors, healthcare workers and members of private industry. She is a certified Quality Matters Reviewer and has taken graduate courses in online course development. She designs and teaches online courses at the college level and is proficient in a variety of course management systems. She has helped educators redesign their courses to transition them from a face-to-face format to an online format, and has provided course editing assistance to others. As a freelance instructional designer and curriculum developer, her projects have included course editing and redesign of online continuing education courses for nurses, CEU curriculum development for healthcare workers and teachers, and course review and editing for various colleges and universities.

Course Outline:

Lesson 1: The Medical Record

Provides a thorough overview of the medical record and its use in the medical office.

Lesson 2: Safety and Sterilization Procedures

This lesson teaches students about the safety and sterilization procedures specific to the medical office, including medical asepsis and the OSHA standard and sterilization and disinfection guidelines.

Lesson 3: Initial Assessment Procedures

This lesson provides a comprehensive overview of the various assessment procedures conducted in the medical office. Students will learn about vital signs, the physical examination, and eye and ear assessment and procedures.

Lesson 4: Physical Agents to Promote Tissue Healing

Provides students with knowledge about the physical agents used to promote tissue healing.

Lesson 5: Prenatal and Pediatric Care

This lesson will provide a thorough overview of prenatal and pediatric care. Students will learn about the gynecologic examination, prenatal care, and the pediatric examination.

Lesson 6: Special Procedures

In this lesson, students will learn about special procedures. These include minor office surgery, administration of medication and intravenous therapy, cardiopulmonary procedures, colon procedures, and male reproductive health.

Lesson 7: Radiology and Diagnostic Imaging

This lesson will focus on radiology procedures and diagnostic imaging.

Lesson 8: Clinical Laboratory Procedures

In this lesson, students will receive an introduction to the clinical laboratory. In addition, students will learn about standard clinical laboratory procedures, including urinalysis, phlebotomy, and hematology.

Lesson 9: Immunology and Microbiology

This lesson will focus on blood chemistry and immunology, as well as medical microbiology.

Lesson 10: Emergency Preparedness and Assisting with Medical Emergencies

In this lesson, students will learn about emergency preparedness procedures. Students will also learn how to assist with medical emergencies.

All necessary materials are included.

Certification(s):

This course prepares the student to take the American College of Medical Scribe Specialists (ACMSS), Medical Scribe Certification & Aptitude Test (MSCAT) as a Certified Medical Scribe Specialist (CMSS).

System Requirements:

Internet Connectivity Requirements:

- Cable and DSL internet connections are recommended.

Hardware Requirements:

- Minimum Pentium 400 Mhz CPU or G3 Macintosh. 1 GHz or greater CPU recommended.
- 256MB RAM minimum. 1 GB RAM recommended.
- 800x600 video resolution minimum. 1025x768 recommended.
- Speakers/Headphones to listen to Dialogue steaming audio sessions.
- A microphone to speak in Dialogue streaming audio sessions.

Operating System Requirements:

- Windows Vista, 7, 8, 8.1, 9, 10
- Mac OSX 10 or higher.
- OpenSUSE Linux 9.2 or higher.

Web Browser Requirements:

- Google Chrome is recommended.
- Firefox 13.x or greater.
- Internet Explorer 6.x or greater.
- Safari 3.2.2 or greater.

Software Requirements:

- Adobe Flash Player 6 or greater.
- Oracle Java 7 or greater.
- Adobe Reader 7 or greater.

Web Browser Settings:

- Accept Cookies
- Disable Pop-up Blocker.

****Outlines are subject to change, as courses and materials are updated.****