



## BPHC WORKFORCE INNOVATIONS TRAINING PROGRAMS

### Medical Office Assistant Refresher and Certification Program

#### Description

This is a review course that includes discussion and instruction around the current US healthcare trends and New Models of Care. Students will also review and perform venipuncture and capillary puncture, EKG and vital signs while utilizing proper safety procedures. Upon successful completion of the program, participants are eligible to take the Certified Clinical Medical Assistant (CCMA) exam through the National Health Career Association (NHA).

#### Audience

BPHC Medical Office Assistants (and equivalent titles)

#### Topics

- Week 1 (Apr 18)** - The Medical Assistant and the Healthcare Team; Professionalism
- Week 2 (Apr 25)** - Communications: Medical Records and Documentation; Cultural Competence
- Week 3 (May 2)** - Infection Control and Medical Asepsis; Medical History, Patient Screening, and Exams; New Models of Care
- Week 4 (May 9)** - Cardiovascular System, Review of EKG and Phlebotomy skills; PCMH
- Week 5 (May 16)** - Respiratory System; Pharmacology and Medication Administration; Muscular and Skeletal System
- Week 6 (May 23)** - Introduction to Care Coordination; Endocrine System, Digestive System
- Week 7 (May 30)** - Nervous and Sensory Systems; Integumentary System
- Week 8 (Jun 6)** - NHA review for examination; Patient Centered Care and Patient Engagement
- Week 9 (Jun 13)** - NHA Exam

#### Registration Contact

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#### Training Dates

April 18<sup>th</sup> – June 13<sup>th</sup>, 2017  
Weekly Tuesdays

#### Location

CUNY on the Concourse  
2501 Grand Concourse,  
3<sup>rd</sup> FL  
Bronx, NY 10468

#### Presented by

CUNY Hostos Community  
College

E-mail us your feedback: [feedback@bronxphc.org](mailto:feedback@bronxphc.org)

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