

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 U.S. 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 (March 8) – The Medical Assistant and the Healthcare Team; Introduction to Care Coordination

Week 2 (March 15) – Communication; Medical Records and Documentation Terminology

Week 3 (March 22) - Office Administration

Week 4 (March 29) - Patient Care & Prep Related to Phlebotomy

Week 5 (April 05) - Phlebotomy

Week 6 (April 12) - Patient Care & Prep Related to EKG Monitoring

Week 7 (April 26) – EKG Monitoring

Week 8 (May 3) – Communication and Customer Service

Week 9 (May 10) – Medical Law and Ethics, NHA review for examination

Week 10 (May 17) - NHA Exam

Registration Contact:

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646-773-2314

Training Dates:

March 08 - May 17, 2019 Weekly on Fridays 9 a.m. – 5 p.m.

Location:

CUNY on the Concourse 2501 Grand Concourse 3rd Floor room 305 Bronx, NY 10468

Presented by:

CUNY Hostos Community College

E-mail us your feedback: feedback@bronxphc.org

To report compliance issues please call the Compliance Helpline: 1-855-813-7351, or report online: www.bphc.ethicspoint.com.

Our mailing address is: 4422 Third Avenue • Bronx, New York 10457

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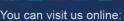






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