



HOUSTON
MEDICAL ASSISTANT SCHOOL

MEDICAL ASSISTANT PROGRAM



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An Overview of the 18-week Medical Assistant Program



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01 – WELCOME

ABOUT US

Our school was established by Dr. Thomas Ince because he found it difficult to find and hire assistants with proper training. He also discovered that these assistants were often in debt upwards of \$20,000 due to the high cost of traditional training programs.

Dr. Ince found that Dental Assistants were poorly trained – and usually ~\$20,000 in debt – due to high-cost programs provided by traditional higher education.

He found the same trend in Medical Assistants: poorly-trained, in-debt assistants negatively affected by higher education programs that focused on simple skills.

As a dentist, Dr. Ince understood the importance of hands-on training for assistants to properly support patients and assist practitioners in providing quality care. This led him to create an affordable, accelerated Dental Assistant training program that has since helped over 20,000 students become successful Dental Assistants.

Based on the success of the Dental Assistant training program, Dr. Ince worked with his brother, a medical doctor, to create an affordable, accelerated Medical Assistant training program to provide quality hands-on training. This program has since helped over 5,000 students graduate debt-free as successful Medical Assistants.



02 – WHY CHOOSE US?

MEDICAL ASSISTANT PROGRAM BENEFITS

Flexibility

Convenient Schedule

Our convenient classes make it easy to work around your busy schedule. We offer multiple class locations and times, including weekends. This allows students to continue working while preparing for their next career.

Accelerated 18-Week Program

Our graduates leave our program confident and enthusiastic about their new careers. We focus exclusively on teaching the skills that modern healthcare employers seek in the next generation of professional Medical Assistants.

Accessibility

Flexible Payment Plans

Our program allows students to explore the Medical Assisting field without a significant financial burden. With customizable payment and pre-payment plans, students can begin making payments ahead of their start date, resulting in lower weekly costs. Additionally, our online payment plan calculator enables students to tailor their payment schedules to fit their needs.

Experience

Hands-On Learning

Our program allows students to explore the Medical Assisting field without a significant financial burden. With customizable payment and pre-payment plans, students can begin making payments ahead of their start date, resulting in lower weekly costs. Additionally, our online payment plan calculator enables students to tailor their payment schedules to fit their needs.

Real-World Experience

The 80-hour externship portion of our course allows our students the opportunity to work under the direct guidance of experienced medical professionals in a local medical office.

We employ the most qualified and experienced instructors in the area. Each of our instructors is a distinguished Medical Assistant or a seasoned healthcare professional.

Student Support

Student Advisorship

Your dedicated Student Advisor will be by your side throughout the entire program. They will be ready to assist you with any questions, concerns, or challenges you may encounter, ensuring that you have the guidance and support needed to achieve your goals.



03 – WHAT TO EXPECT

PROGRAM DETAILS

Program Format

Our Medical Assistant Certification program is 18 weeks long. Classes focus on hands-on labs, which take place in an actual medical office.

The course includes weekly online learning which includes reading, interactive online assignments, and instructional videos. Courses also include reflection questions and weekly quizzes to test how well you retain each lesson.

The course includes a mandatory 80-hour externship to reinforce hands-on learning. We also encourage students to pursue additional volunteer externship hours whenever possible, as many medical offices require or prefer extensive hands-on experience.

Program Outcomes

Upon completing the program, students will receive a Certificate of Completion and will graduate with the knowledge, skills, and experience needed to begin successful careers as Medical Assistants.

We also provide certification in Basic Life Support (BLS). Dental Assistants are certified through the American Heart Association. A hands-on CPR course is included in your tuition and in-class schedule.

Upon completing the course and passing the national exam through the National Healthcareer Association (**NHA**), students are able to become Certified Clinical Medical Assistants (CCMAs).*

The school does not guarantee employment to students or graduates and does not guarantee CCMA certification.

Curriculum Breakdown

During the course of the program, students will learn everything they need to know to become successful Medical Assistants, including the following:

MA 101: Introduction to Medical Assisting, Infection Control, Patient Intake and Vital Signs

This course includes an overview of medical assisting occupations and facilities that employ Medical Assistants. Students will learn both theory and practical applications of medical assisting basics such as medical terminology; patient intake and vital signs; OSHA regulations that govern asepsis and infection control; and the use of personal protective equipment.

Performance Objectives

- Demonstrate proper aseptic hand-washing techniques and determine when it is appropriate to use hand sanitizer.
- Apply and remove personal protective equipment (PPE).
- Practice safe disposal of biohazardous materials.
- Demonstrate the proper way to clean the exam room, covering all surfaces thoroughly. They will lay out and replace the exam table paper.
- Perform instrument sanitization and sterilization using an autoclave as part of effective infection control.

Week 1 Lecture

- Infection Control and Personal Safety
- Office tour
- Aseptic Hand Washing
- Cleaning Exam Room
- Infection Control and Personal Safety
- Autoclave
- Telephone Etiquette

Week 1 Lab

- Office Tour
- Aseptic Hand Washing
- Cleaning Exam Room
- Infection Control and Personal Safety
- Autoclave
- Telephone Etiquette

Week 1 Online Learning

- Medical Terms: Anatomy and Physiology
- Infection Control

MA 102: Basic Scheduling and Documentation

This lesson covers the fundamental concepts of scheduling patients and documenting their health records using Tebra. Students will practice scheduling appointments, documenting health history and physicals, and understanding the importance of accurate record-keeping in clinical settings.

Performance Objectives

- Demonstrate creating a patient record in Tebra and scheduling a patient appointment.
- Demonstrate proper use of equipment for vital sign measurement.
- Accurately measure and record vital signs.
- Communicate vital sign results effectively to the healthcare team.
- Conduct patient interviews to obtain the medical history and reason for the visit.
- Document patient information accurately using correct medical terminology.

Week 2 Lecture

- Patient Screening
- Vital Signs and Body Measurement
- Introduction to Labs

Week 2 Lab

- Office Tour
- Aseptic Hand Washing
- Cleaning Exam Room
- Infection Control and Personal Safety
- Autoclave
- Telephone Etiquette

Week 2 Online Learning

- Patient Screening
- Vital Signs and Body Measurement
- Patient Intake and Vitals
- Medical Law and Ethics

MA 103: Urinalysis, Urine HCG, Rapid Flu and Strep Tests, and Vital Signs

Students will document health histories and physicals in Tebra, measure vital signs, perform urinalysis and urine HCG, and conduct rapid flu and strep tests. This course highlights the importance of precise documentation and the role of urinalysis in diagnosing various health conditions and quick diagnostic testing in clinical settings.

Performance Objectives

- Accurately measure and record patient vital signs, including the reason for the visit.
- Students will learn how to obtain a clean catch midstream urine sample, perform physical analysis of the urine, and perform chemical analysis of the urine with chemical reagent strips.
- Students will demonstrate how to collect urine for a human chorionic gonadotropin (HCG) urine test and perform the test in the laboratory.
- Collect a throat specimen and perform a rapid strep test.
- Collect a nasopharyngeal specimen and run a rapid flu test.
- Communicate effectively with patients, explaining the results of urinalysis and other tests to promote patient understanding and compliance.
- Document patient information accurately using correct medical terminology.

Week 3 Lecture

- Vital Signs
- Introduction to EKG
- IM Injection – Deltoid and Dorsogluteal
- Telephone Technique
- Document Patient Vitals and Reason for Visit

Week 3 Lab

- Documenting H&P in Tebra
- Vital Signs
- Urinalysis
- Urine HCG
- Rapid Flu
- Rapid Strep
- Applying a Tourniquet and Palpating Veins

Week 3 Online Learning

- Laboratory Regulations and Procedures
- Urine Collection and Analysis
- Laboratory Testing
- Point of Care Testing & Laboratory Procedures

MA 104: Injection Practice and Vital Signs

Students will document health histories and physicals in Tebra, measure vital signs, and practice various injection techniques. The lesson focuses on the importance of accurate documentation and safe injection practices.

Performance Objectives

- Accurately measure and record patient vital signs, including the reason for the visit.
- Administer an intramuscular injection in the deltoid using correct technique.
- Administer subcutaneous injection using correct technique.
- Administer high-quality chest compressions.
- Demonstrate how to draw up PPD medication, clean the injection site, and perform the TB skin test properly. There will be a wheal at the injection site when done properly.

Week 4 Lecture

- Review Online Learning
- Pharmacology and Medication Administration
- Pharmacology
- Introduction to Labs

Week 4 Lab

- Documenting H&P in Tebra
- Vital Signs
- IM Injection
- Sub-Q injection
- TB skin test

Week 4 Online Learning

- Pharmacology and Medication Administration
- General Patient Care

MA 105: Phlebotomy and Vital Signs Subject Description

In this course, students will document health histories and physicals in Tebra, measure vital signs, and perform phlebotomy. The lesson emphasizes the importance of precision in documenting patient information and conducting blood draws.

Performance Objectives

- Accurately measure and record patient vital signs, including the reason for the visit.
- Learn how to apply a tourniquet properly and palpate veins to prepare for phlebotomy.
- Perform the steps of a venipuncture and determine the venipuncture method to be used.
- Handle, process, and store blood samples as required for diagnostic purposes.
- Discuss the importance of blood collection and how it assists the provider in determining a patient's health status.
- Prepare the puncture site and obtain a blood specimen by an evacuated tube system.

Week 5 Lecture

- Review Online Learning
- Phlebotomy
- Introduction to Labs

Week 5 Lab

- Documenting H&P in Tebra
- Vital Signs
- Applying a Tourniquet and Palpating Veins
- Phlebotomy basics (sizes of needles, technique, practice palpating veins, etc)
- Phlebotomy - vacutainer method

Week 5 Online Learning

- Phlebotomy

MA 106: Finger Sticks and Vital Signs

This course focuses on documenting health histories and physicals in Tebra, measuring vital signs, and performing finger sticks for blood glucose testing. Students will learn the significance of accurate patient documentation and blood testing procedures.

Performance Objectives

- Accurately measure and record patient vital signs, including the reason for the visit.
- Obtain a blood specimen from the hand by winged infusion set with the evacuated tube system.
- Obtain a blood specimen from the hand by capillary puncture and perform a glucose test.
- Handle, process, and store blood samples as required for diagnostic purposes.
- Follow the correct procedures for blood specimen collection and transportation.

Week 6 Lecture

- Review Online Learning
- Phlebotomy and Related Testing
- Introduction to Labs

Week 6 Lab

- Documenting H&P in Tebra
- Vital Signs
- Finger stick
- Phlebotomy - Winged Collection Set (Butterfly)

Week 6 Online Learning

- Phlebotomy and Related Testing
- Administrative Assisting

MA 107: Electrocardiograms (EKGs), Wound Care and Vital Signs

Students will document health histories and physicals in Tebra, measure vital signs, and conduct electrocardiograms (EKGs). This lesson highlights the importance of accurate documentation and the role of EKGs in diagnosing heart conditions as well as effective wound management.

Performance Objectives

- Accurately measure and record patient vital signs, including the reason for the visit.
- Provide early use of an AED.
- Use EHR systems to input, retrieve, and manage patient data.
- Students will practice proficiently placing the electrodes, connecting the correct wires, and properly positioning the patient in order to conduct an accurate EKG reading.
- Follow the correct procedures for blood specimen collection and transportation.
- Prepare and administer a nebulizer treatment safely and effectively.
- Students will watch a video and explain how to attach an O2 regulator and administer Oxygen via a non-rebreather mask and a nasal cannula.
- Communicate effectively with patients about respiratory procedures and their results to promote patient understanding and compliance.
- Assist in post-operative care and give patient instructions.

Week 7 Lecture

- Review Online Learning
- Cardiac and Respiratory Procedures
- Introduction to Labs

Week 7 Lab

- Documenting H&P in Tebra
- Vital Signs
- EKGs
- Nebulizer and O2 therapy practice
- Wound Care

Week 7 Online Learning

- Cardiac and Respiratory Procedures
- EKG and Cardiovascular Testing

MA 108: Basic Life Support Provider Certification

In this course, students will complete the requirements as outlined by the American Heart Association to attain a Basic Life Support Provider certification card. The course combines lecture, video, and skills practice/testing sessions to teach basic life support techniques for adults, children, and infants to Healthcare Providers. BLS recertification must be completed every two years following initial certification.

Performance Objectives

- Participate in CPR/BLS training to earn their CPR certification.

Week 8 Lecture

- Review Online Learning
- Introduction to CPR

Week 8 Lab

- CPR Certification Training

Week 8 Online Learning

- Communication and Customer Service

MA 109: Vital Signs and Injections

Students will learn to document health histories and physicals in Tebra, accurately measure and record vital signs, and perform intramuscular (IM) deltoid and ventrogluteal injections as well as subcutaneous injections. The course emphasizes the significance of precise documentation and safe administration of injections.

Performance Objectives

- Demonstrate proficiency in accurately taking and documenting patient vitals.
- Execute an intramuscular injection correctly, demonstrating safety and precision.
- Administer subcutaneous injection, adhering to best practices.
- Document the reason for a patient's visit, demonstrating clear communication and understanding of the patient's needs.

Week 9 Lecture

- Review Online Learning
- Nutrition
- Introduction to Labs

Week 9 Lab

- Documenting H&P in Tebra
- Vital Signs
- IM deltoid injection
- IM ventrogluteal injection
- Sub-Q injection

Week 9 Online Learning

- Nutrition
- Foundational Knowledge and Basic Science

MA 110: Pap Smear Setup and Vital Signs

Students will document health histories and physicals in Tebra, measure vital signs, and set up for Pap smears. This lesson emphasizes the importance of accurate documentation and the role of Pap smears in women's health.

Performance Objectives

- Demonstrate competence in taking and recording vital signs accurately.
- Document patient vitals and reason for visit professionally and thoroughly.
- Show ability to correctly set up a sterile tray for clinical procedures.
- Perform pap smears efficiently and accurately.
- Instruct patients on how to perform a breast self-exam, demonstrating clear communication and understanding of the procedure.
- Assist a healthcare provider in performing a pap and pelvic exam, adhering to best practice guidelines and demonstrating respectful patient care.
- Communicate effectively with patients about sensitive topics related to obstetrics, gynecology, reproductive systems, and endocrinology.

Week 10 Lecture

- Review Online Learning
- OB/GYN Procedures
- Assisting with Minor Procedures
- Minor Surgical Tasks
- Introduction to Labs

Week 10 Lab

- Documenting H&P in Tebra
- Vital Signs
- Pap Set-up
- Sterile Tray Set-up

Week 10 Online Learning

- OB/GYN Procedures
- Assisting with Minor Procedures
- Minor Surgical Tasks

MA III: Pap Advanced Phlebotomy and Vital Signs

Building on prior knowledge, students will continue to document health histories and physicals in Tebra, measure vital signs, and perform advanced phlebotomy techniques. This course reinforces the critical skills needed for effective patient care.

Performance Objectives

- Demonstrate proficiency in taking and documenting patient vitals.
- Perform a venipuncture skillfully, ensuring patient comfort and accuracy of the procedure.
- Document the reason for a patient's visit, demonstrating clear communication and understanding of the patient's needs.
- Apply knowledge of the skeletal and muscular systems to real-world clinical practices and procedures.

Week 11 Lecture

- Review Online Learning
- Medical Emergencies in the Office
- Introduction to Labs

Week 11 Lab

- Documenting H&P in Tebra
- Vital Signs
- Phlebotomy Practice

Week 11 Online Learning

- Medical Emergencies in the Office
- General Patient Care: Part 2

MA 112: Vision and Hearing Tests, Pediatric Care and Body Measurements

Students will document health histories and physicals in Tebra, measure vital signs, and conduct vision and hearing tests. The lesson emphasizes the importance of thorough documentation and the role of sensory tests in patient assessments. Students will measure vital signs, and body measurements, and provide care for pediatric patients. The lesson focuses on the unique aspects of pediatric care and the importance of accurate documentation

Performance Objectives

- Measure vital signs, including pediatric vital signs.
- Document patient vitals and reason for the visit, ensuring accuracy for record keeping and billing.
- Measure head circumference, length, and weight of an infant, while maintaining clear documentation for medical records.
- Perform vision screening and ear irrigation.
- Perform distance visual acuity testing.
- Perform eye irrigation and ear irrigation.

Week 12 Lecture

- Review Online Learning
- General and Specialty Medical Assisting
- Eye and Ear Procedures
- Pediatric Procedures
- Introduction to Labs

Week 12 Lab

- Documenting H&P in Tebra
- Vital Signs
- Vision Screening
- Ear Irrigation
- Pediatric Body Measurements

Week 12 Online Learning

- General and Specialty Medical Assisting
- Eye and Ear Procedures
- Pediatric Procedures

MA 113: Applying Splints and Other Procedures

This lesson focuses on documenting health histories and physicals in Tebra, measuring vital signs, and applying splints. Students will gain hands-on experience in these essential clinical procedures, ensuring patient safety and effective treatment.

Performance Objectives

- Demonstrate proficiency in accurately taking and documenting patient vitals.
- Apply knowledge of the skeletal and muscular systems to real-world clinical practices and procedures.
- Demonstrate wrapping an ankle with an Ace bandage using the Figure-8 method.

Week 13 Lecture

- Review Online Learning
- Patient Education and Support
- Introduction to Labs

Week 13 Lab

- Documenting H&P in Tebra
- Vital Signs
- Wrapping Ankles

Week 13 Online Learning

- Patient Education and Support
- Patient Care Coordination and Education

MA 114: Resume Reviews and Mock Interviews

This course prepares students for a job by reviewing resumes and practicing interview techniques.

Performance Objectives

- Conduct a mock interview, demonstrating appropriate communication skills and patient care.

- Develop a professional resume that effectively highlights skills, experiences, and qualifications relevant to a career as a Medical Assistant.
- Engage in active job searches, using effective strategies in the healthcare field.
- Prepare for and perform well in job interviews, demonstrating professionalism, knowledge, and interpersonal skills.

Week 14 Lecture

- Review Online Learning
- Resumes
- Interviews
- Introduction to Labs

Week 14 Lab

- Resume Review
- Mock Interviews

Week 14 Online Learning

- CCMA Study Guide

MA 115: Medical Assisting Certification Examination Review

This course prepares students for the certification examination.

Performance Objectives

- Review online learning
- CCMA Review

Week 15 Lecture

- Review Online Learning
- CCMA Review

Week 15 Lab

- CCMA Review

Week 15 Online Learning

- CCMA Study Guide

MA 116: Skills Practice

This course prepares students for the hands-on labs test.

Performance Objectives

- Demonstrate proficiency in accurately taking and documenting patient vitals.
- Execute an intramuscular injection correctly, demonstrating safety and precision.
- Administer an intradermal injection (such as a TB test) safely and accurately.
- Carry out a subcutaneous injection, adhering to best practices.
- Perform a venipuncture skillfully, ensuring patient comfort and accuracy of the procedure.
- Document the reason for a patient's visit, demonstrating clear communication and understanding of the patient's needs.

Week 16 Lecture

- Review Online Learning
- Introduction to Labs

Week 16 Lab

- Vital Signs
- Injection Practice
- EKG Practice
- Phlebotomy Practice

Week 16 Online Learning

- CCMA Study Guide

MA 117: Practice Skills Assessment

This course assesses student comprehension of the hands-on lab skills covered during the course.

Performance Objectives

- Demonstrate the essential soft skills of a Medical Assistant, including interpersonal and communication skills, problem-solving abilities, and adaptability, during the soft skills assessment.

Week 17 Lecture

- CCMA Review

Week 17 Lab

- Labs Final

Week 17 Online Learning

- CCMA Study Guide

MA 118: Medical Assisting Certification

This course provides an opportunity for students to sit for the national certification examination to obtain credentialing.

Performance Objectives

- Successfully take the CCMA examination in the classroom, demonstrating the knowledge and skills acquired throughout the course.

Week 18 Lab

- CCMA Exam

Week 18 Online Learning

- CCMA Study Guide

MA 200: Medical Assisting Externship

The externship portion of the course represents a vital opportunity for students to immerse themselves in a real-world medical office setting. Under the guidance of seasoned professionals, students will observe and participate in the day-to-day operations of a healthcare facility. This hands-on experience will bridge the gap between theoretical knowledge and practical application, enabling students to put into practice the skills they have learned throughout the course. They will gain invaluable exposure to patient care, medical office administration, and collaborative healthcare delivery, all while fostering professional relationships within the field. The externship not only reinforces and expands their skillset, but also provides a window into the dynamics and demands of their future careers as Certified Clinical Medical Assistants.

Performance Objectives

- Understand the operations and dynamics of a real-world healthcare facility.
- Analyze and learn from the methods of seasoned medical professionals in patient care, medical office administration, and collaborative healthcare delivery.
- Interpret the practical implications of the theoretical knowledge learned during the course.
- Develop a greater comprehension of the roles and responsibilities of a Certified Clinical Medical Assistant in a live healthcare setting.
- Effectively apply the skills and knowledge learned throughout the course in a real-world healthcare setting.
- Participate in patient care activities, demonstrating competence and professionalism.
- Carry out administrative duties in a medical office, showcasing organizational and communication skills.
- Engage in collaborative healthcare delivery tasks, working effectively as part of a team.
- Observe seasoned professionals and adapt practices based on their expertise and guidance.
- Establish professional relationships within the healthcare field, demonstrating networking abilities.
- Reflect on experiences and feedback during the externship to identify areas for improvement and potential career development paths.
- Navigate the demands and dynamics of a healthcare facility, showcasing adaptability and problem-solving skills.

Weekly Outline

Students can fulfill the 80-hour requirement on a schedule that works best for them in collaboration with the externship office, as long as the hours are completed before week 18.

Final Grading

The externship is graded on a Pass or Fail basis, determined on the satisfactory completion of a minimum of 80 hours. The host office evaluates students' clinical and administrative skills as well as their professionalism during their externship. To graduate from the program, students must complete their externship hours in the allotted time frame.



04 – FINANCIAL INVESTMENT

ZERO STUDENT LOAN DEBT

Get the job. Not the debt.

We believe that investing in your education should not come with a heavy financial burden. That's why we offer affordable tuition options that allow you to pursue your dream career without accruing student loan debt. Our goal is to provide you with the skills, training, and credentials needed to enter the local workforce and make a meaningful impact in the healthcare industry.

Each student is invited to choose the payment plan that best accommodates your needs.



05 – NEXT STEPS

ADMISSION REQUIREMENTS

Here are the requirements for admission:

- **Age:** Students must be at least 17 years of age. Applicants under the age of 18 must submit written permission from a parent or legal guardian to enroll.)
- **Education:** Students must present proof of secondary education – a high school diploma or transcript, or high school equivalency).
- **Identification:** Students must submit a valid driver's license, state ID, or passport as proof of identification.
- **Immunization:** Students must provide a copy of shot records, or sign a Vaccination Declination Waiver.

Shot records must include:

- **Hepatitis B**
- **Tetanus-Diphtheria-Pertussis (TDP)**
- **Measles, Mumps, and Rubella (MMR)**
- **Varicella**

VIRTUAL EVENTS

Want to learn more about us? Visit our website for a list of upcoming virtual and in-person events.

APPLICATION

Ready to begin your career as a Medical Assistant in Texas? Apply today to get started.

Start My Application

CONTACT INFORMATION

For additional questions about our Medical Assistant program, please contact us at:

Houston Medical Assistant School

Call or text us: **(832) 838-7541**

Email us: **info@houstonmedicalassistantschool.com**