

TRITON COLLEGE
CERTIFIED MEDICAL ASSISTANT (CMA)
PROGRAM INFORMATION

PROGRAM CONTACTS

John P. Cody, PhD, MPH, MBA, CMA
CMA Program Chair
Office: H-134
Phone: 708-779-4474
Email: johncody@triton.edu

Tiffany Irby
Health Care Information Specialist
Office: H-133
Phone: 708-779-4982
Email: tiffanyirby@triton.edu

DESCRIPTION OF THE PROFESSION

A Medical Assistant is a multi-skilled allied health care professional trained to perform clinical and administrative tasks in an outpatient setting under the supervision of a licensed health care provider, usually a physician. Medical Assistants assist physicians in the diagnosis and treatment of patients and perform other tasks to meet patient needs and to manage clinic operations.

As an important member of the health care team, the duties of medical assistants vary according to a clinic's location, size, and specialty. Medical Assistants record patient histories, measure vital signs and physical dimensions, prepare for and assist with examination and treatment procedures, collect and test laboratory specimens, provide patient education, prepare and administer medications, and perform diagnostic tests. Administrative responsibilities may include reception and telephone management, scheduling appointments, maintaining medical records, preparing financial records, preparing insurance claims, and related operational tasks.

OCCUPATIONAL OUTLOOK

Medical assisting is a health career field that offers a number of benefits including speed of entry, career variety, prestige, and personal satisfaction. The U.S. Bureau of Labor Statistics has consistently indicated that the employment of medical assistants is projected to grow much faster than average for all occupations. The Illinois Department of Employment Security indicates that the average number of job openings through 2028 is projected to be 2,848 per year in Illinois and 1,220 per year in the Chicago area (Cook County). The median full-time compensation for Medical Assistants is approximately \$20/hour or \$40,000/year.

CMA PROGRAM LOGISTICS

The CMA program is a one year, 32 credit certificate program that prepares students to become professionally credentialed and employed as a medical assistant. If accepted into the program, students will begin the series of CMA courses in the Fall semester and complete the program in the following Summer semester. The curriculum is identified in the *CMA Curriculum* section that follows.

Students must apply and be accepted into the program before they are permitted to take the CMA courses. Application to the college and to the CMA program can be done online (www.triton.edu) or on-campus (B-building). Only 30 students per year are accepted into the program. Selection is based on the following point system, where students having the most points will be given priority in admissions.

		Points
• College grade point average (GPA):	2.00 - 2.99	1
	3.00 - 3.59	2
	3.60 - 4.00	3
• Course completion with a “C” or better:	AHL 103	1
	BUS 107 (or CIS 101)	1
	AHL 120	2
	Anatomy & Physiology	2
	(BIS 101 or 136 or 190 or 240)	
• Prior health care training or experience:		1
• Completion of an associate degree:		4
• Completion of a baccalaureate degree:		6

Applicants are encouraged to complete AHL 103, AHL 120, Anatomy and Physiology, and BUS 107 (or CIS 101) prior to taking the Fall CMA courses as this will enable them to acquire some points toward admission. Students who have not taken any courses in the curriculum or have acquired no points will be considered for admission and accepted into the program should there be any openings after priority applicants have accepted a seat. Be advised that the CMA courses are offered only in the semesters identified in the *CMA Curriculum* section that follows. As such, students who cannot take a course in the given sequence, or must repeat a course will be required to wait until it is offered again in the prescribed semester. CMA courses are primarily offered during the morning and afternoon. Selected courses may be offered in the evening. Typically, students take the CMA classes two days a week during Fall and Spring semesters—either Tue/Wed or Tue/Thu from 9 am to 3 pm. Evening courses, if offered, are scheduled two evenings a week on or after 4 pm. The non-CMA courses (AHL, BIS, BUS/CIS) are taken at other days and times to meet program requirements.

CMA students will be required to complete a 160 hour unpaid clinical experience in an outpatient clinic (CMA 200 Medical Assistant Practicum) during their last semester in the Summer. To be eligible to take this course, students must have completed first and second semester CMA courses (CMA 101 to 180) with a “C” or better. Students must also complete and submit the following documents:

- Triton medical history and examinations forms
- Antibody titers to demonstrate immunity to selected infectious diseases
- Selected vaccinations according to antibody titer results
- Proof of health insurance
- Satisfactory criminal background check
- Satisfactory urine drug screen
- Current CPR certification
- Other forms as may be required

The program chair makes every effort to assign students to practicum sites within a 30 minute drive from campus; however, a site might be as far as an hour away, so students should plan their transportation needs accordingly. The program chair selects a practicum site for each student; students are not permitted to select their own practicum site.

CMA CURRICULUM

Fall Semester		Credits	
AHL 120	Comprehensive Medical Terminology	3	
BUS 107	MS Office in Business Applications (or CIS 101)	3	
CMA 101	Introduction to Medical Assisting	2	
CMA 102	Medical Assistant Administrative Applications I	3	
CMA 110	Medical Assistant Clinical Applications I	3	
Fall Total Credits			14
Spring Semester			
AHL 103	Basic Pharmacology for Allied Health Professionals	1	
BIS 101*	Human Biology	4	
CMA 103	Medical Assistant Administrative Applications II	3	
CMA 130	Medical Assistant Clinical Applications II	3	
CMA 180	Medical Assistant Laboratory Applications	3	
Spring Total Credits			14
Summer Semester			
CMA 200	Medical Assistant Practicum	1	
CMA 250	CMA Seminar	3	
Summer Total Credits			4
TOTAL CMA PROGRAM CREDITS			<u>32</u>

CMA PROGRAM ACCREDITATION

The CMA Program is accredited by the Committee on the Accreditation of Allied Health Education Programs (CAAHEP), as well as approved by the American Medical Technologists (AMT). Upon graduation, students are eligible to sit for the Certified Medical Assistant examination or the Registered Medical Assistant examination and earn the CMA (AAMA) or RMA (AMT) credentials.

APPLICATION PROCESS

Program applicants must apply for college admission as well as program admission at:

<https://www.triton.edu/about/dept/academic/school-of-health-careers-public-service-programs/certified-medical-assistant/>

For specific application information, please contact Tiffany Irby at 708-779-4982 or tiffanyirby@triton.edu.

ESTIMATED IN-DISTRICT CMA PROGRAM COSTS**

Tuition: (\$133 x 32)	\$4,256
Lab:	210
Texts:	870
Practicum fees:	339
Miscellaneous Fees:	200
Credentialing Exam:	<u>125</u>
Total:	<u>\$6,000</u>

* Or BIS 136, or BIS 190, or BIS 240

**Out of district costs ≈ \$13,000