

In this program, students will have the opportunity to build the knowledge and skills required for a career as a Clinical Medical Assistant and a Medication Administration Technician. The clinical medical assistant training will focus on the routine administrative and clinical tasks that keep medical offices and/or clinics running smoothly. You'll learn how to take medical histories, explain treatment procedures to patients, prepare patients for examination, and assist the doctor. You'll also sterilize medical instruments and prepare and administer medications and treatments.

Emphasis is placed on continuing education into a higher level health care career. Upon completion, you will have the requisite number of hours and training to become certified as a clinical medical assistant (CCMA) and/or a medication administration technician (MAT). \*\*\*Students must take a semester of Medical Core in addition to this healthcare specialty (Medical Assistant) to graduate from Meridian Technology Center.

## How You'll Learn Hands-On

Get out of the classroom and into the real world with projects such as:

- Preparing and administering injections
- Taking Medical History
- Performing an EKG

## Where it Can Take You

Use the skills you'll learn in this program to find a career you'll love. Possibilities include:

- Clinical Medical Assistant
- Ophthalmology Assistant
- Medical Technologist/Medical Lab Technician
- Nurse

## Possible Certifications you can earn

- CPR/First Aid
- NLN Anatomy Assessment
- Medication Administration Technician - ODHHS
- Certified Clinical Medical Assistant - National HealthCareer Certification Board - (NHA)

## What You'll Learn

<b>Course</b>	<b>Hours</b>
Medical Terminology	45
Anatomy & Physiology	120
Workforce Preparation (DE)	75
CPR/1st Aid (HCP)	15
Capstone/Portfolio	49
<b>Total Core</b>	<b>304</b>
Introduction to Medical Assisting	15
Introduction to Medical Office Clinical Procedures (Part I)	75
Introduction to Medical Office Clinical Procedures (Part II)	75
Pharmacology	60
Medication Administration Technician	16
Clinical Medical Assistant Practicum	60
<b>Total Medical Assistant</b>	<b>301</b>
<b>Total Core and Medical Assistant</b>	<b>605</b>

## Career Readiness Certificate

[WorkKeys®](#), an assessment tool from the ACT® organization, measures skills employers have identified as critical to job success in their industry and are used in hiring and promoting employees. Students are able to earn the ACT®-issued [National Career Readiness Certificate](#) by meeting the score requirements for their job field on three WorkKeys® assessments.

Matching the right employees with the right job creates employee job satisfaction, increased self-confidence and the best wages possible for the employee. The employer benefits with reduced turnover and training, increased productivity and overall company success. To learn about the WorkKeys® scores needed for your future career field visit [Job Profiles](#).

The required WorkKeys scores for this career major are:

Applied Math - 3

Workplace Documents - 3

Graphic Literacy- 3

## Graduation Requirements

In order to be successful in a career, students will need to meet all technical and academic standards related to their career of choice at Meridian. Meridian offers rigorous programs of study designed in cooperation with business and industry to ensure students are fully prepared for the demands of the workplace.

### Meridian's Career Ready Credential

When a student completes all standards as set forth in their program of study, they will be considered a graduate of Meridian and receive the Career Ready Credential. Students who do not meet these standards will not be considered graduates of Meridian. Students should have:

- Completed all courses in a career major with a grade of "C" or above and achieved required industry-based certifications for the career major
- Achieved WorkKeys® scores at or above the level required for the career major or earned an ACT® composite score of 19 or greater (Students may substitute equivalent scores on SAT, ACCUPLACER or other approved assessments.)

### Additional Endorsements

Students earning a Career Ready Credential may also earn the Postsecondary Ready Endorsement, Citizenship Ready Endorsement and the National Career Readiness Certificate (CRC).

#### Postsecondary Ready Endorsement

- Earned, or was on track to earn, a high school diploma or GED at the time of Meridian graduation
- Achieved a subscore of 19 or greater on the ACT® in math, English, reading and science (Students may substitute equivalent scores on SAT, ACCUPLACER or other approved assessments.)

## Citizenship Ready Endorsement

- Completed employment profile, résumé, job application, cover letter, mock interview and job search training through [OKJobMatch.com](http://OKJobMatch.com)
- Documented active membership in a [CareerTech Student Organization](#) or professional association related to the program of study
- Documented 20 hours of volunteerism or service in a community activity

## National Career Readiness Certificate (CRC)

- Completed WorkKeys® assessments in Applied Math, Graphic Literacy and Workplace Documents and received a silver, gold or platinum National [Career Readiness Certificate](#) through the Oklahoma Department of Career and Technology Education.

## Get Started

Apply for [admission as a high school student](#). Apply for [admission as an adult](#). Contact the Career Planning Center with questions at [405.377.3333](tel:405.377.3333).