

Certified Medical Assistant

The Certified Medical Assistant (CMA) Program at County College of Morris is a comprehensive, hybrid workforce training program designed to prepare students for entry-level roles in today's fast-growing healthcare field. Medical assistants are versatile professionals who support both clinical and administrative functions in healthcare settings, including physician offices, outpatient clinics, and specialty practices. This program combines online coursework, hands-on laboratory training, and a supervised clinical externship to ensure students develop the knowledge, technical skills, and professional competencies required for success. Students are prepared to sit for a national certification exam and enter the workforce with confidence.

All potential CMA students must undergo screening. Please register and pay the NON-REFUNDABLE processing fee, which covers the cost of a criminal background investigation and expenses incurred by the college to admit you into the program. Clearance and course registration can take up to six weeks, so start the process early. At their own expense, students must satisfactorily complete drug screening at facilities approved by CCM, as well as complete an extensive medical history review.

PROGRAM COURSES

TERM 1 – FOUNDATIONS

- MA100: Intro To Healthcare & Professionalism
- MA101: Applied Soft Skills & Entry-Level Clinical Skills Lab
- MA110: Administrative Procedures & EHR
- MA111: Applied Administrative Procedures & EHR Skills Lab
- MA120: Anatomy & Physiology I
- MA121: Applied Clinical Skills Lab I

TERM 2 – INTERMEDIATE PRACTICE

- MA200: Anatomy & Physiology II
- MA201: Applied Clinical Skills Lab II
- MA210: Pharmacology & Medication Administration
- MA211: Clinical Procedures – Injections & Medication Administration Lab
- MA220: Phlebotomy & Diagnostic Procedures
- MA221: Clinical Procedures – Phlebotomy, EKG & Diagnostics Lab

TERM 3 – ADVANCED PRACTICE

- MA300: Certification Preparation
- MA301: Clinical Externship (160 Hours)

CLINICAL CLEARANCE (REQUIRED)

Physical exam • Immunizations • Drug screen • Background check • CPR/BLS

PROGRAM OUTCOMES

Upon successful completion, students will be able to:

- Demonstrate competency in clinical and administrative medical assisting skills
- Apply safety, ethical, and legal standards in healthcare settings
- Communicate effectively with patients and healthcare teams
- Perform procedures in accordance with industry standards
- Prepare for and sit for a national certification exam (e.g., NHA CCMA)

Graduates will be prepared to perform both front-office and back-office responsibilities essential to modern healthcare delivery.

For information on current course offerings and how to register, please go to our website (<https://www.ccm.edu/workforce-development/>).

Courses

TERM 1 – FOUNDATIONS

MA100: INTRO TO HEALTHCARE & PROFESSIONALISM

This course introduces students to the healthcare system, including various provider roles, settings, and delivery models. Emphasis is placed on professionalism, ethics, and legal considerations in patient care. Students explore communication techniques, patient rights, and confidentiality standards such as HIPAA. The course also prepares students for expectations in both classroom and clinical environments. Foundational skills for success in healthcare careers are reinforced throughout.

MA101: APPLIED SOFT SKILLS & ENTRY-LEVEL CLINICAL SKILLS LAB

This lab focuses on developing essential soft skills and foundational clinical competencies required for patient care. Students practice communication, teamwork, and patient interaction in simulated clinical settings. Hands-on training includes basic patient care techniques and safety procedures. Emphasis is placed on professionalism, empathy, and cultural competence. Students begin building confidence in a clinical environment through guided practice.

MA110: ADMINISTRATIVE PROCEDURES & EHR

This course provides an overview of medical office operations and administrative responsibilities. Students learn scheduling, patient intake, insurance verification, and medical documentation processes. Instruction includes the use of electronic health records (EHR) systems and data management. Emphasis is placed on accuracy, organization, and patient confidentiality. Students gain the skills needed to support efficient front-office operations.

MA111: APPLIED ADMINISTRATIVE PROCEDURES & EHR SKILLS LAB

This hands-on lab reinforces administrative concepts through real-world application. Students practice using EHR systems for patient charting, scheduling, and documentation. Simulated activities mirror daily operations of a medical office environment. Emphasis is placed on workflow efficiency, accuracy, and professionalism. Students develop practical skills required for administrative medical assisting roles.

MA120: ANATOMY & PHYSIOLOGY I

This course introduces the structure and function of the human body, focusing on foundational body systems. Students learn key concepts related to normal physiology and basic disease processes. Emphasis is placed on terminology and how body systems interact. Content is aligned with clinical applications relevant to medical assisting. This course builds the knowledge base required for advanced clinical coursework.

MA121: APPLIED CLINICAL SKILLS LAB I

This lab provides hands-on training in foundational clinical skills. Students practice measuring vital signs, preparing patients for exams, and maintaining infection control standards. Emphasis is placed on patient safety, accuracy, and proper technique. Students also learn proper use of clinical equipment and documentation procedures. Skills are reinforced through competency-based assessments.

TERM 2 – INTERMEDIATE PRACTICE

MA200: ANATOMY & PHYSIOLOGY II

This course builds on foundational knowledge by exploring advanced body systems and disease processes. Students examine how physiological changes impact patient care and treatment. Emphasis is placed on clinical relevance and integration with medical assisting duties. Students develop a deeper understanding of pathophysiology. This knowledge supports safe and effective patient care.

MA201: APPLIED CLINICAL SKILLS LAB II

This lab advances students' clinical skillset through hands-on practice. Students perform more complex procedures and refine previously learned techniques. Emphasis is placed on accuracy, efficiency, and patient-centered care. Simulated scenarios prepare students for real-world clinical environments. Competency-based evaluations ensure readiness for advanced procedures.

MA210: PHARMACOLOGY & MEDICATION ADMINISTRATION

This course introduces principles of pharmacology and safe medication practices. Students learn drug classifications, dosage calculations, and routes of administration. Emphasis is placed on patient safety, documentation, and legal considerations. Students develop skills in interpreting medication orders and preventing errors. This course prepares students for medication-related responsibilities in clinical settings.

MA211: CLINICAL PROCEDURES – INJECTIONS & MEDICATION ADMINISTRATION LAB

This lab provides hands-on training in medication administration techniques. Students practice injections, dosage preparation, and safety protocols. Emphasis is placed on proper technique, infection control, and patient comfort. Students also learn documentation and handling of medications. Competency assessments ensure safe and accurate performance.

MA220: PHLEBOTOMY & DIAGNOSTIC PROCEDURES

This course introduces blood collection techniques and diagnostic testing procedures. Students learn specimen handling, processing, and laboratory safety. Emphasis is placed on accuracy, patient identification, and quality control. Students also explore common diagnostic tests used in outpatient settings. This course supports clinical decision-making and patient care.

MA221: CLINICAL PROCEDURES – PHLEBOTOMY, EKG & DIAGNOSTICS LAB

This lab focuses on hands-on training in phlebotomy, electrocardiography (EKG), and diagnostic testing. Students practice venipuncture, capillary puncture, and EKG setup and interpretation basics. Emphasis is placed on patient safety, proper technique, and equipment use. Simulated clinical scenarios enhance skill development. Students demonstrate competency through skills check-offs.

TERM 3 – ADVANCED PRACTICE

MA300: CERTIFICATION PREPARATION

This course provides a comprehensive review of all program content in preparation for national certification. Students complete practice exams and review key clinical and administrative concepts. Emphasis is placed on test-taking strategies and knowledge integration. Students identify areas for improvement and strengthen competencies. This course prepares students for success on certification exams.

MA301: CLINICAL EXTERNSHIP (160 HOURS)

This supervised externship provides real-world experience in a healthcare setting. Students apply learned clinical and administrative skills under professional supervision. Emphasis is placed on professionalism, communication, and patient care. Students gain exposure to daily operations of healthcare environments. Successful completion demonstrates readiness for entry-level employment.

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