

Medical Assistant Training

May 2024 with BJC Medical Group



Ready to start your career in healthcare? St. Louis Community College and BJC Medical Group are seeking qualified individuals to work as Medical Assistants (MAs) while completing a 22-week full-time program to earn the Certified Clinical Medical Assistant (CCMA) credential. This accelerated workforce training program combines classroom instruction, hands-on skill labs and on-the-job training in a clinical practice.



Program Highlights:

- Qualified individuals selected for the program will be hired as MAs during training. Starting wage is \$15 per hour.
- Tuition funding is provided by BJC HealthCare. Minimum 2-year employment commitment required upon completion.
- What you will learn ...
 - Health care systems and settings
 - Medical law and ethics
 - Administrative assisting
 - Communication and customer service
 - Patient care coordination and education
 - Medical terminology
 - Body structures and organ systems
 - General patient care
 - Testing and laboratory procedures
 - Pathophysiology and disease processes
 - Infection control
 - Phlebotomy and basic pharmacology
 - EKG and cardiovascular testing

Training Schedule:

May 20 – October 18, 2024

Training Hours | Mon.-Fri. from 8 a.m.- 5 p.m. for 22 weeks.

Exact schedule will vary weekly. Training includes a rotation of classroom, skill lab, and clinical practice hours.

Additional hours for online coursework.

- **Classroom/Lab Training:** Between 8 a.m.-4:30 p.m. as assigned at STLCC-Forest Park, 5600 Oakland Ave., St. Louis MO 63110
- **Online Coursework:** 10+ hours weekly
- **Clinical Practice:** 8 a.m.- 5 p.m. as assigned at a BJC Medical Group location (more than 120 locations throughout the region; greatest need is in St. Louis County). Exact start and stop times may vary by office.

How to Get Started:

1. Apply online at stlcc.edu/MA and watch your email for instructions.
2. Complete the online presentation and follow the instructions provided.
3. Staff will email you instructions to complete remaining steps.



Current Eligibility:

Enrollment for the MA program is selective. Applicants must meet all eligibility requirements to be selected.

Before you apply you must:

- Be 18+ years old
- Have a high school diploma or equivalent

After you apply you will be required to:

- Register with the Missouri Family Care Safety Registry
- Meet required benchmarks on healthcare fit and workplace readiness assessments
- Demonstrate academic and career readiness
- Complete interviews with STLCC and BJC Medical Group staff
- Pass a criminal background check, drug screen panel, and physical exam with proof of immunizations or titers.

Non-Discrimination Statement: St. Louis Community College is committed to creating inclusive, welcoming, and respectful learning and working environments focused on the needs of our diverse communities. The College does not discriminate on the basis of race, color, national origin, ancestry, religion, sex, pregnancy, sexual orientation, gender identity, gender expression, age, disability, protected veteran status, and any other status protected by applicable state or federal law. The College's nondiscrimination policies apply to any phase of its employment process, any phase of its admission, or financial aid programs, and all of its educational programs or activities. For information or concerns related to discrimination or sexual harassment, contact [Shannon Nicholson, MS, LPC](mailto:Shannon.Nicholson@stlcc.edu), Director of Community Standards/Title IX Coordinator, at 314-539-5345

stlcc.edu/MA