

# Medical Assistant (MA) Training

Medical Assistants (MAs) provide patient-focused services while performing administrative and basic clinical tasks in a clinical setting. MAs work alongside physicians, nurses and other healthcare professionals to provide direct patient care.

Employer partners are seeking qualified individuals to participate in a non-credit accelerated MA training lasting between 20-30 weeks, 4 or 5 days per week, to earn the Certified Clinical Medical Assistant (CCMA) credential. The program combines classroom instruction with on-the-job learning in a clinical practice.

## Training Dates:

- TBD

## Prerequisites:

- Must be 18 years of age.
- High school diploma or high school equivalent.
- Must be selected for the program.

## Current Eligibility:

- Complete an online application at [www.stlcc.edu/MA](http://www.stlcc.edu/MA)
- Attend mandatory information session or career fair event to begin intake process
- Complete assessments and meet benchmarks: Health Care Readiness Assessment (HCRA), WorkKeys
- Demonstrate academic and career readiness
- Interview with STLCC career pathway coach and clinical practice partner(s)
- Register with the Missouri Family Care Safety Registry
- Criminal background check, drug screen, physical exam, and documented proof of immunizations or titers

## Program Highlights:

- Classroom instruction is held at St. Louis Community College. Locations include STLCC Corporate College and the William J. Harrison Education Center
  - Monday through Friday from 8:00 a.m. to 4:30 p.m.
- Clinical practice is held at assigned clinical settings.
  - Location TBD
  - Day shifts (8:00 a.m. to 4:30 p.m.) although start and stop times may vary by site.

## What You Will Learn:

- Perform the basic patient care skills required of a medical assistant working in a clinical setting.
- Demonstrate safe practices while caring for patients.
- Apply generic healthcare knowledge so that abnormal changes can be easily observed and reported and to help plan for the holistic care of patients while recognizing each person's individual needs.
- Demonstrate workplace behavior skills and perform basic respiratory skills.
- Perform the basic clerical skills required of a medical assistant working in a clinical or medical office setting both in the administrative and clinical areas.

