To prepare individuals to enter the health care industry as competent health care providers.

Clinical Medical Assistants are multi-skilled health professionals who work primarily in ambulatory settings such as medical offices and clinics. This may include measuring patients' vital signs, recording medical histories, preparing examination rooms, disinfecting medical instruments, drawing blood, giving injections, and administering medication. In this course, you will have theory and clinical skill objectives. To ensure that each student achieves entry-level competencies for the clinical medical assistant examination, the opportunity to participate in a work-site learning component is available to those who are eligible. The student will practice in a variety of settings as chosen by the instructor. After completion of this course, the student will be eligible to sit for the Certified Clinical Medical Assistant exam.

This program has the opportunity to transition into the Certified Medical and Administrative Assistant certification programs. (Additional cost of books and supplies approx.: $1,145)

CAREERS AVAILABLE IN THE INDUSTRY:

- Ambulatory facilities
- Home health agencies
- Hospital clinics
- Outpatient surgery centers
- Physicians' offices/clinics
- Specialty practices

LICENSURE / CERTIFICATIONS:

- American Heart Association- BLS Healthcare Provider CPR
- American Heart Association- BLS Healthcare Provider First Aid
- Certified Clinical Medical Assistant (CCMA)

CONTACT STUDENT SERVICES for current tuition rates and enrollment information. 580.242.2750

“| enjoy the mature atmosphere Autry provides.”
- Jennifer H.
COURSE LENGTH/IN-DISTRICT TUITION

Aug-May M-F  High School: 8:15-10:45am/12:30-3:15pm
M-F  Adult: 8:15-11:15am/12:30-3:30pm
Tuition:  In-District / Out-of-District $1200 / $2400 Half Day

Who Can Enroll:
Adults and High School Juniors & Seniors

APPLICATION POLICY

High school juniors and seniors make application for Autry enrollment during their high school spring and/or fall enrollment (in-district only).

Adults make application for enrollment following the completion of high school spring enrollment (in-district only). Out-of-district adults may make application for enrollment after the completion of in-district enrollment.

ADMISSION PROCEDURES

Who can enroll: Adults and High School Juniors & Seniors

Graduating seniors and high school students submit standardized test results, attendance records, and transcripts with their application forms. Before being admitted, a career counselor will interpret the results of standardized tests and review transcripts, attendance, and behavior to determine interest and suitability for enrollment. If current standardized testing is not available, a KeyTrain® assessment may be required. A personal interview will be conducted with each applicant.

Adults applying for admission must take the KeyTrain® assessment if current standardized testing is not available. An Autry career counselor will interpret the results of the assessment to determine interest and suitability for enrollment. A personal interview will be conducted with each applicant.

ENROLLMENT INFORMATION

Financial Aid: There are financial aid options available for qualified students. Contact the financial aid office at Autry Technology Center for more information.

Autry Scholarship: This scholarship is available to high school graduates who: (1) live in the Autry district (2) lived in the Autry district their senior year in high school, and (3) meet enrollment guidelines. This scholarship covers 100% tuition for up to three years immediately following high school graduation. The cost of books and supplies is the responsibility of the student. Scholarship eligibility will be reviewed each semester.

Tuition: In-district high school students pay no tuition for full-time career programs. In-district adult students pay in-district rates. In-district adults are defined as post-secondary individuals who have established legal/permanent residence in Garfield County. All others pay out-of-district rates.

Expenses: May include, but are not limited to, textbooks and supplies available at http://autrytech.edu/student-services/books-supplies/.

HIGHLIGHTS

- Anatomy and physiology
- Medical terminology
- Healthcare provider CPR/First Aid
- Patient-care management
- Clinical procedures
- Clinical experience

AREAS OF INTEREST & HELPFUL SKILLS

- Communication skills
- Creativity
- Nurturing skills
- Good work ethic
- Hand-eye coordination
- Finger dexterity
- Consideration of customer needs
- Willingness to stay current in training
- Math and science skills

This program is accredited by the Oklahoma State Department of Education and the Oklahoma Board of Career and Technology Education.

autrytech.edu

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CAREER PATHWAY: THERAPEUTIC SERVICES
PROGRAM: CLINICAL MEDICAL ASSISTING

potential courses
Introduction to Medical Assisting
Core Medical Terminology
Anatomy and Physiology
Pharmacology
Introduction to Medical Office Clinical Procedures (Part 1)
Introduction to Medical Office Clinical Procedures (Part 2)
Medical Assisting Clinical Experience
Core Employability Skills
Core Healthcare Provider CPR and First Aid

Total Class Hours - 600

DISCLOSURE

For further information regarding Gainful Employment in the program, please access the following link:
http://autrytech.edu/student-services/gainful-employment-disclosures/
• EMPLOYMENT OPPORTUNITIES
The Job Developer with Autry Technology Center works diligently to match students with jobs available in industry. Any questions regarding current employment opportunities should be directed to the Job Developer.

• SALARY RANGE
Listed below is the salary range in Oklahoma for Medical Assistants obtained from O*Net OnLine.

<table>
<thead>
<tr>
<th></th>
<th>2015</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Lowest 10%</td>
</tr>
<tr>
<td>Hourly</td>
<td>$9.97</td>
</tr>
<tr>
<td>Annually</td>
<td>$20,730</td>
</tr>
</tbody>
</table>

• OCCUPATIONAL CHARACTERISTICS
(Information obtained from the US Dept. of Labor Statistics Occupational Outlook Handbook)
Clinical medical assistants perform administrative and clinical tasks to keep the offices of physicians, podiatrists, chiropractors, and other health practitioners running smoothly. The duties of clinical medical assistants vary from office to office, depending on the location and size of the practice and the practitioner’s specialty. In small practices, clinical medical assistants usually do many different kinds of tasks, handling both administrative and clinical duties and reporting directly to an office manager, physician, or other health practitioner. Those in large practices tend to specialize in a particular area, under the supervision of department administrators. Clinical medical assistants should not be confused with physician assistants, who examine, diagnose, and treat patients under the direct supervision of a physician.

• ACCREDITATIONS
Oklahoma Board of Career and Technology Education
Oklahoma State Department of Education

INSTRUCTOR(S)

SANDRA PATOCKA
Sandra Patocka is a product of Autry. She graduated from the Practical Nursing program in 2000 and has been a nurse for 17 years. She has been a teacher at Autry since 2007. Sandra has an Associates of Art from Northern Oklahoma College and will receive her bachelor’s in CareerTech Education from Oklahoma State University in fall 2017. She is a Certified Clinical Medical Assistant which allows gives her insight of the test when teaching her students before they sit for the National exam. Sandra is active in the community and loves seeing students become their best self.
<table>
<thead>
<tr>
<th>What to Disclose, When &amp; to Whom</th>
<th>Brief Description of Information to be Disclosed</th>
<th>Where to Find Full Disclosure Information</th>
</tr>
</thead>
</table>
| **What:** Institutional Information | Cost of attending school i.e., Tuition, Fees, Textbooks, Supplies, Living Allowance, etc. | autrytech.edu  
| **When:** Annually & Upon Request  
| **To:** Enrolled Students  
| **Prospective Students** | Information regarding the school's programs & academic support  
| | Entities, (with their contact information), that accredit, approve, or license the school & its programs & procedures for reviewing accreditation, approval, or licensing documentation  
| | Description of any special services & facilities for students with disabilities  
| | Titles & availability of employees responsible for dissemination of institutional & financial assistance information & how to contact them  
| | Penalties & institutional policies on copyright infringement, including unauthorized peer-to-peer file sharing  
| | Net Price Calculator  
| | Constitution Day/Voter Registration/Vaccination Policies  
| | Grievance Procedures |  
| **What:** Financial Assistance Information | Description of all available federal, state, local, private & institutional financial assistance, & a description of:  
| | (1) application form & procedures  
| | (2) student eligibility requirements  
| | (3) selection criteria  
| | (4) criteria for determining the amount of a student's award  
| | Rights & responsibilities of students receiving Title IV & other financial aid, including:  
| | (1) criteria for continued eligibility  
| | (2) satisfactory academic progress (SAP) standards  
| | (3) criteria to re-establish eligibility if a student fails to maintain SAP  
| | (4) method & frequency of financial aid disbursements  
| | (5) books & supplies policy  
| | Procedures for the Return of Title IV Aid and Repayments by withdrawn students | autrytech.edu  
| **What:** Completion, Transfer, Retention, & Employment Rates | The institution's completion rate for full-time, first-time, certificate seeking students enrolled at the post-secondary level who completed their career major within 150% of the normal time (scheduled length of career major) for completion  
| | Transfer-out rate is not applicable to Technology Centers since it applies to schools whose mission includes providing substantial preparation for students to enroll in another eligible institution  
| | Information on student body diversity in the categories of gender & ethnicity of enrolled students who receive Federal Pell Grants  
| | Retention rates of certificate seeking first-time full-time students | autrytech.edu  
| **What:** Drug & Alcohol Abuse Prevention | Information on preventing drug & alcohol abuse  
| | Standards of conduct that clearly prohibit, at a minimum, the unlawful possession, use, or distribution of drugs & alcohol by students & employees on the school's property, or as part of the school's activities  
| | A description of the sanctions under local, state & federal law for unlawful possession, use or distribution of illicit drugs & alcohol  
| | A description of drug & alcohol abuse education programs, counseling, treatment, or rehabilitation programs available to students & employees  
| | A description of the health risks associated with the use of illicit drugs & alcohol  
| | A clear statement that the school will impose sanctions on students & employees for violations of the standards of conduct (consistent with local, state & federal law) & a description of these sanctions, up to & including expulsion, termination of employment, & referral for prosecution | autrytech.edu  
| **What:** Campus Security Report | Crime statistics for 3 most recent years concerning the occurrence on campus, in or on non-campus buildings or property & public property reported to campus security authority or local police. Policies concerning the security of & access to campus facilities & procedures to report campus crimes or other emergencies  
| | Disciplinary actions regarding the possession, use & sale of alcoholic beverages & illegal drugs & enforcement of state underage drinking laws & federal & state drug laws  
| | Programs to inform students & employees about campus security policies, procedures & practices & encourage responsibility for the prevention of crime.  
| | Policies regarding sex offenses & where to obtain information concerning registered sex offenders.  
| | Emergency response & evacuation policy, procedures & programs  
| | Campus Sexual Violence Elimination Act and Violence Against Women Reauthorization Act information, policies, and procedures | autrytech.edu  
| **What:** FERPA | Right to & procedures for inspecting & reviewing student's education records  
| | Right to & procedures for requesting amendment of student's education records believed to be inaccurate or misleading  
| | Right to file a complaint with the Department of Education for alleged school's or educational agency's failure to comply with FERPA requirements  
| | Right of school to disclose personally identifiable information contained in student's education records without prior consent (34 CFR 99.31)  
| | Students right & procedures for directory information to not be disclosed | autrytech.edu  
| **What:** Gainful Employment | Information on graduation rates, the median debt of students completing the program, program costs, job placement, types of employment, etc. | autrytech.edu/website/student-services/gainful-employment-disclosures/  
| **When:** Annually & Upon Request  
| **To:** Enrolled Students  
| **Prospective Students** |  

**ANNUAL NOTICE OF REQUIRED DISCLOSURES OF STUDENT CONSUMER INFORMATION**

**REVISED JULY 1, 2016**

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Autry Technology Center does not discriminate on the basis of race, color, sex, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information. Autry Technology Center no discrimina por raza, color, sexo, origen nacional, religión, discapacidad, condición de veteran, orientación sexual, edad, o información genética.

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