

CLINICAL MEDICAL ASSISTING

\$10-19 PER HOUR
(OK SALARY RANGES)

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.



"I love how many opportunities there are at Autry. They are dedicated to finding you not just a job, but a career where you can succeed!"

-Lorena M., Clinical Medical Assisting

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)
- OSHA 10 Healthcare



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

Tuition is free for in-district high school students.
Tuition for in-district adults is \$2.00/hour.

***2016 Oklahoma salary ranges were obtained from O*Net OnLine**



COURSE LENGTH/IN-DISTRICT TUITION AND COSTS

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 \$1050 / \$2100 Half Day

Who Can Enroll:

Adults and High School Juniors & Seniors **who will turn 18 by March 1 of the spring semester**

Additional cost of books and supplies approx.: \$1,068

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.

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, an ACT WorkKeys Curriculum assessment may be required. A personal interview will be conducted with each applicant.

Adults applying for admission must take the ACT WorkKeys Curriculum 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 the Autry district. 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/>.

autrytech.edu



CLINICAL MEDICAL ASSISTING

CAREER PATHWAY: THERAPEUTIC SERVICES

PROGRAM : CLINICAL MEDICAL ASSISTING

potential courses

Introduction to Clinical Medical Assisting

Core Medical Terminology

Anatomy and Physiology

Pharmacology

Introduction to Medical Office Clinical Procedures I

Introduction to Medical Office Clinical Procedures II

Medical Assisting Clinical Experience

Total Class Hours - 525



CLINICAL MEDICAL ASSISTING

- **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.

2016			
	Lowest 10%	Median	Highest 10%
Hourly	\$10.13	\$13.90	\$18.65
Annually	\$21,080	\$28,910	\$38,790

- **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 Technology Center. She graduated from the Practical Nursing program in 2000 and has been a nurse for 17 years. She joined the Autry team in 2007. Mrs. Patocka has an Associate of Art degree from Northern Oklahoma College, a Bachelor's Degree in Career and Technical Education from Oklahoma State University, and is seeking a Master's Degree. As a Certified Clinical Medical Assistant, Mrs. Patocka is able to help her students successfully prepare for the national CCMA exam. She is active in the community and loves seeing students become their best selves.

AUTRY TECHNOLOGY CENTER	ANNUAL NOTICE OF REQUIRED DISCLOSURES OF STUDENT CONSUMER INFORMATION	2018-2019
What to Disclose, When & to Whom	Brief Description of Information to be Disclosed	Where to Find Full Disclosure Information
What: Institutional Information When: Upon Request To: Enrolled Students Prospective Students	<ul style="list-style-type: none"> • Cost of attending Autry Technology Center i.e.: Tuition and Fees • Institutional Refund Policy/Requirements for officially withdrawing from school • Information regarding the school's programs & academic support • Entities 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 Polices • Grievance Procedures 	<ul style="list-style-type: none"> • Autry Website www.autrytech.edu • Student Handbook • Consumer Information Guide • Autry Course Catalog • Program Description Handouts
What: Financial Assistance Information When: Upon Request To: Enrolled Students Prospective Students	<ul style="list-style-type: none"> • 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 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 	<ul style="list-style-type: none"> • Autry Website www.autrytech.edu • Student Handbook • Consumer Information Guide • FAFSA website: www.fafsa.gov • Financial Aid Policy & Procedures
What: Family Education Rights and Privacy Act (FERPA) When: Upon Request, Annually Local Newspaper To: Enrolled Students Parents of enrolled students under the age of 18 Perspective Students	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • Student Handbook • Consumer Information Guide • Board of Education Policy and Procedure Manual • http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html
What: Completion/Graduation Rate, Retention Rate, & Transfer Out Rate When: Ongoing Upon Request To: Enrolled Students Prospective Students	<ul style="list-style-type: none"> • 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 as reported to the Integrated Postsecondary Education Data System (IPEDS) 	<ul style="list-style-type: none"> • U.S. Dept. of Ed's College Opportunities On-Line website: nces.ed.gov/collegenavigator • Autry ODCTE Profile
What : Drug & Alcohol Abuse Prevention When: Annually & Upon Enrollment or Hire To: Enrolled Students Current Employees	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • Autry Website www.autrytech.edu • Student Handbook • Consumer Information Guide • Board of Education Policy and Procedure Manual
What: Campus Security Report When: Annually by October 1 To: Enrolled Students Current Employees When: Upon Request To: Prospective Students Prospective Employees When: Annually by date specified To: U.S. Dept. of Education	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • Autry Website www.autrytech.edu • Student Handbook • Consumer Information Guide • Emergency Handout for Staff
What: Gainful Employment To: Prospective/Enrolled Students	<ul style="list-style-type: none"> • Information on graduation rates, the median debt of students completing the program, program costs, job placement, types of employment, etc. 	<ul style="list-style-type: none"> • Autry Website: www.autrytech.edu/student-services/gainful-employment-disclosures

Paper copies of Disclosure Information available from Student Services.

This notice is distributed annually to all current and prospective students. It is also located on Autry's website, in the Student Handbook, and Consumer Information Guide.

Autry Technology Center does not discriminate on the basis of race, color, sex, pregnancy, gender, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information.

Questions or concerns should be directed to the Director of Student Services or the Assistant Superintendent.

Autry Technology Center no discrimina en base a raza, color, género, estado de embarazo, nacionalidad de origen, religión, discapacidad, estado de veterano, orientación sexual, edad o información genética.

Las preguntas o inquietudes deben dirigirse al Director de Servicios Estudiantiles o al Asistente del Superintendente.