

Duration: 12 Months (3 Semesters)	Total Credits: 36 SCH	Delivery: Blended (Online/On-Campus)	Clinical Externship: 160 Hours
-----------------------------------	-----------------------	--------------------------------------	--------------------------------

1. Executive Summary and Institutional Rationale

The University of Justice, recognized for its commitment to clinical precision, forensic healthcare, and public safety education, offers the 12-Month Clinical Medical Assistant Certificate Program. Modern outpatient clinics, emergency centers, specialty networks, and institutional healthcare facilities demand highly trained clinical specialists who possess advanced direct patient-care skills, diagnostic proficiency, phlebotomy mastery, and legal/ethical rigor.

Focusing specifically on the clinical direct-care spectrum of allied health, this program trains students in patient triage, advanced clinical diagnostics, 12-lead ECG, venipuncture, specimen processing, pharmacology administration, minor surgical assisting, and emergency triage response. Graduates are prepared for rapid entry into the clinical workforce and are eligible for top national clinical credentials.

2. Program Learning Outcomes (PLOs)

- **Execute Advanced Clinical Diagnostics:** Administer 12-lead electrocardiograms (ECG), vital sign evaluations, spirometry, capillary/venous phlebotomy, and point-of-care lab testing (POCT).
- **Administer Medications Safely:** Calculate correct dosages and perform parenteral (intramuscular, subcutaneous, intradermal) and non-parenteral drug administration adhering to the 8 Rights of Medication Administration.
- **Assist in Surgical & Specialty Procedures:** Maintain surgical sterile fields, prepare minor surgical trays, assist physicians during outpatient procedures, perform wound care, and manage suture removal.
- **Enforce Aseptic Control & OSHA Compliance:** Apply CDC infection control measures, autoclave instrument sterilization, universal precautions, and biohazardous waste disposal protocols.
- **Navigate Medico-Legal & Crisis Protocols:** Apply HIPAA, patient rights, informed consent, therapeutic communication, emergency triage, and CPR/BLS response in fast-paced clinical environments.

3. Admissions Requirements

- **Educational Background:** High School Diploma or GED equivalent with a minimum cumulative GPA of 2.0.
- **Prerequisites:** High School Biology or Anatomy & Physiology (or passing score on the institutional placement exam).
- **Background Clearance:** Criminal background check and 10-panel drug screening mandatory prior to clinical lab and externship placement.
- **Immunization Verification:** Up-to-date Hepatitis B series (with titer), MMR, Varicella, Tdap, and annual Tuberculosis clearance.

4. Comprehensive 12-Month Curriculum Structure

The program spans three continuous semesters (Fall, Spring, Summer), combining online didactic learning, intensive clinical skills lab practice, and a 160-hour clinical externship (Total: 36 Credit Hours).

SEMESTER 1: ANATOMY, CLINICAL FOUNDATIONS & ASEPSIS (12 CREDITS)	
CMA 101: Human Anatomy, Physiology, and Clinical Pathology	3 Credits
Comprehensive study of body systems, anatomical landmarks, physiological mechanisms, and clinical pathology relevant to direct patient care.	
CMA 103: Clinical Patient Intake, Vital Signs, and Infection Control	3 Credits
Principles of patient history intake, anthropometric measurements, vital signs, physical exam setup, medical asepsis, CDC/OSHA standards, and PPE.	
CMA 105: Clinical Medico-Legal Ethics and Patient Advocacy	3 Credits
Coverage of medical liability, scope of practice, informed consent, HIPAA compliance, patient rights, and clinical documentation integrity.	
CMA 107: Phlebotomy and Specimen Collection Fundamentals	3 Credits
Principles of venipuncture, capillary puncture, blood draw order of draw, tube additives, specimen handling, transport, and laboratory safety.	
SEMESTER 2: ADVANCED CLINICAL DIAGNOSTICS & SURGERY (15 CREDITS)	
CMA 201: Clinical Pharmacology and Medication Administration Lab	4 Credits
Drug classifications, dosage math, and hands-on skill training in oral, topical, intradermal, subcutaneous, and intramuscular injections.	
CMA 203: Diagnostic Testing, Point-of-Care Lab & ECG	4 Credits
Execution of 12-lead ECG, cardiac rhythm identification, spirometry, urinalysis, CLIA-waived POCT, blood glucose monitoring, and rapid lab tests.	
CMA 205: Specialty Assisting and Minor Office Surgery Lab	4 Credits
Assisting in minor surgical procedures, maintaining sterile fields, gowning/gloving, surgical instrumentation, wound irrigation, dressing changes, and suture removal.	
CMA 207: Emergency Medical Response and Triage Procedures	3 Credits
Management of medical emergencies in clinical settings, shock, anaphylaxis, cardiac arrest, BLS/CPR certification, and clinical triage protocols.	
SEMESTER 3: CLINICAL PREPARATION & EXTERNSHIP (9 CREDITS)	
CMA 301: Clinical EHR Documentation and Workflow Management	3 Credits
Practical application of EHR clinical charting, e-prescribing workflows, order entry, lab tracking, and diagnostic reporting systems.	
CMA 303: National CCMA / CMA Board Exam Preparation Seminar	2 Credits
Comprehensive review of clinical competencies, national certification mock exams, resume development, and clinical interviewing strategies.	
CMA 305: Clinical Medical Assistant Externship (160 Hours)	4 Credits
Supervised 160-hour direct patient-care placement in urgent care centers, outpatient clinics, hospital networks, or specialty practices under clinical preceptors.	

5. Tuition and Comprehensive Cost Structure

Flat-rate pricing model covering all didactic coursework, hands-on clinical lab kits, phlebotomy supplies, and EHR software access.

Direct Institutional Costs (Billed Directly)

Expense Category	Cost (USD)	Description
Tuition (\$450 / credit × 36 credits)	\$16,200.00	Covers all 36 didactic, clinical lab, and externship credits.
Institutional Program Fee	\$1,200.00	Includes student services, library access, technology fees, and LMS infrastructure.
Clinical Lab & Phlebotomy Supplies Fee	\$880.00	Covers phlebotomy needles, vacutainers, injection training pads, ECG electrodes, PPE, and suture kits.
Clinical EHR & Simulation License Fee	\$320.00	Access to simulated EHR charting software, virtual clinical labs, and certification practice suites.
Total Direct Institutional Costs	\$18,600.00	Total billed directly by the University of Justice.

Estimated Indirect Expenses (Out-of-Pocket / Third-Party)

Note: These items are not billed by the university but are required for program participation.

Expense Item	Estimated Cost (USD)	Notes
Textbooks & Clinical Manuals	\$450.00	Required bundles (Clinical Procedures, Anatomy, Pharmacology).
Uniforms & Diagnostic Equipment	\$250.00	Clinical scrubs, stethoscope, BP cuff, penlight, watch with second hand.
Background Check & Drug Screening	\$120.00	Mandatory for clinical externship clearance.
Immunizations / Physical Exam	\$200.00 – \$400.00	Dependent on personal health insurance coverage.
CCMA / CMA National Exam Fee	\$155.00 – \$160.00	National examination fee (e.g., NHA CCMA, AAMA CMA).
Total Estimated Indirect Costs	\$1,175.00 – \$1,380.00	Estimated out-of-pocket expenses.

GRAND TOTAL ESTIMATED PROGRAM INVESTMENT: \$19,775.00 – \$19,980.00

6. Financial Aid and Payment Options

Financial support mechanisms for the Clinical Medical Assistant Program include:

- **Institutional Monthly Payment Plans:** Interest-free monthly installment plans spread across the 12-month program duration.
- **Workforce Innovation and Opportunity Act (WIOA):** State workforce development grants for eligible allied health candidates.
- **Veterans' Educational Benefits:** Approved for GI Bill® and VA educational funding streams.
- **Private Student Financing:** Specialized loan partnerships for short-term clinical certificate programs.

7. Professional Certification Pathway

Graduates are immediately qualified to sit for nationally recognized clinical certifications:

- **CCMA (NHA):** Certified Clinical Medical Assistant through the National Healthcareer Association.
- **CMA (AAMA):** Certified Medical Assistant through the American Association of Medical Assistants.
- **CPT (NHA/NCPT):** Certified Phlebotomy Technician credential.
- **CET (NHA):** Certified EKG Technician credential.