

SKILLTRADE MEDICAL ASSISTANT ONLINE PROGRAM

The Skilltrade Medical Assistant Hybrid Program prepares students for entry-level positions in various healthcare settings by combining online coursework with hands-on, in-person lab training that they will attend every-other week. The curriculum integrates core medical knowledge and practical clinical skills through advanced educational technologies, including interactive videos, interactive modules, virtual 3D simulations, and AI-driven immersive scenarios. In-person lab sessions provide students with the opportunity to practice and refine essential clinical skills under the guidance of experienced medical assistant professionals.

The program covers critical topics such as medical terminology, anatomy and physiology, infection control, pharmacology, clinical procedures, and administrative tasks. Students will learn how to perform key clinical duties, including taking vital signs, administering medications, performing phlebotomy, conducting EKGs, and assisting with specialty procedures. They will also develop competencies in medical office administration, such as electronic health records (EHR) management, medical billing and coding, and patient communication. Additionally, training in telehealth equips students to support modern healthcare delivery systems.

The hybrid format allows students to gain hands-on experience in simulated healthcare settings during in-person labs, where they will practice vital skills like injections, phlebotomy, and assisting with procedures, ensuring they are job-ready upon graduation. The program concludes with comprehensive Certified Clinical Medical Assistant (CCMA) certification exam preparation, including review modules, practice tests, and live practice scenarios.

Students will also complete career development training focused on professionalism, resume building, interview skills, and job search strategies. Upon completion of coursework and in-person lab training, students will take the CCMA exam. Graduates will be fully equipped to pursue entry-level positions in healthcare settings such as clinics, hospitals, and private practices.

Graduates of this program qualify for entry-level occupations in healthcare, even without prior postsecondary education or work experience. Specific job titles may include, but are not limited to:

- Certified Clinical Medical Assistant (CCMA)
- Medical Office Assistant
- Pediatric Medical Assistant
- Internal Medicine Assistant
- Dermatology Assistant
- Primary Care Assistant
- Ophthalmology Assistant
- OB/GYN Medical Assistant
- Urgent Care Medical Assistant
- Float Medical Assistant

Program Clock Hours

440 Total Program Hours

- Online Coursework / Lecture Hours = 320 hours
- In-Person Labs = 40 hours
- Required Externship = 80 hours

Program Length

20 weeks

Delivery Method

Hybrid learning; all lecture/theory clock hours for this program are delivered asynchronously online; labs and externship hours are completed in-person.

Graduation Requirements / Program Award

Students who successfully complete all required components of the program, maintain a passing cumulative grade average of 70% or higher, and comply with attendance requirements will be issued a Certificate of Completion. The certificate is provided digitally via email upon program completion.

CCMA Certification

As part of the program requirements, students must take the Certified Clinical Medical Assistant (CCMA) exam during the final week of the program. While passing the National Healthcareer Association (NHA) exam to earn the CCMA credential is not required to complete the program, it is highly regarded within the healthcare industry and can significantly enhance employability and career advancement opportunities.

Marketable Skills

Clinical and Diagnostic Skills

- Vital signs measurement (blood pressure, temperature, respiration, pulse)
- Aseptic techniques and handwashing
- Personal Protective Equipment (PPE) usage
- Biohazard waste management
- Exam room preparation
- Medication administration (oral, topical, injections, reconstitutions)
- Pharmacology knowledge (drug classifications, dosage calculations)
- Venipuncture and capillary puncture
- CLIA-waived testing
- Specimen collection and handling
- Urinalysis and pregnancy testing
- Electrocardiogram (EKG/ECG) performance and interpretation
- Pulmonary function testing (spirometry, peak flow)
- Sterile field preparation and surgical assistance
- Instrument handling and minor surgical prep
- Vision and sensory system screening
- Pediatric intake and immunizations

- Mobility support and patient transfers (especially geriatrics)

Administrative and Office Skills

- Medical records management
- Electronic Health Records (EHR) usage and documentation
- Insurance verification and appointment scheduling
- Medical billing, coding, and claim processing
- Basic financial tasks (handling petty cash, payment processing)

Specialized Knowledge

- Neurological and mental health assessments
- Dermatology and skin condition evaluation
- Nutrition education and dietary coaching
- Support for multiorgan systems (endocrinology, gastroenterology, urology)
- OB/GYN and reproductive care procedures
- Orthopedic and pediatric patient care protocols
- Geriatric care and rehabilitation support

Professional and Communication Skills

- Effective patient communication
- Interdisciplinary teamwork and collaboration
- Understanding of healthcare laws, ethics, and compliance
- Customer service and empathy in patient care
- Resume writing and interview preparation
- Job search strategies
- Professionalism and workplace etiquette

Externship Experience

- Real-world application of clinical and administrative tasks
 - Experience with diverse patient populations (pediatric, adult, geriatric)
 - Exposure to healthcare workflows and environments
 - Supervised hands-on training in clinical settings
1. **Age Requirement:** Applicants must be at least 18 years old to enroll. If an applicant is under 18, they must have authorization from a parent or legal guardian. In such cases, the parent or legal guardian is required to sign the enrollment agreement.
 2. **Education Requirement:** Applicants must submit one of the following: a U.S. high school diploma, a transcript showing the graduation date, a GED certificate, or equivalent qualification. Any proof of education in a foreign language must be translated into English and approved by the school prior to enrollment. Additionally, proof of education or documents from outside the U.S. must be evaluated by a reputable

credential evaluation company for U.S. high school equivalency and approved by the school prior to enrollment.

3. In applicable states, if an applicant is unable to provide proof of secondary education, they must take a skills assessment.
4. **Identification:** Applicants must submit a copy of a government-issued photo identification. Acceptable forms of identification include a valid driver's license, state ID, or passport. Social Security cards are not acceptable.
5. **Social Security Number:** Applicants must have and submit a valid Social Security number.
6. **Immunization Documentation:** Medical Assistant Hybrid Program applicants must submit:
 - Documentation of vaccination or a serum titer, signed by a healthcare provider within the last twelve (12) months, affirming that the applicant is up to date on all immunizations required by the Immunization Policy.
7. **Language and Communication Policy:** Applicants must be able to complete the application forms and communicate in English without the assistance of an interpreter.
8. **Technology Requirement:** Students must have access to the internet and a computer for this program.

Application Process

Applicants complete a Skilltrade Application and Enrollment Agreement Form, including confirmation/evidence that they meet the admission criteria above. The Skilltrade Student Application and Enrollment Agreement becomes a binding contract once signed by the student and accepted by Skilltrade. By signing, the student confirms they have read and understood the terms of the Agreement, including all policies, as well as the school catalog and applicable supplemental literature. The student also acknowledges that they believe they can benefit from the selected program(s).

Criminal Background Checks and Drug Screening

Skilltrade does not perform criminal background checks or drug screenings for admission into a program. However, students should be aware that their drug and criminal status may affect future employment opportunities in healthcare. Regulatory boards, externship sites, employers, and other organizations may require these screenings. Adverse results may prevent a student from progressing in the program. Skilltrade has no control over the drug or criminal background screening processes or policies of any external organization.

Immunization Policy

Medical Assistant Program (Online and Hybrid) students: The CDC and public health authorities recommend that students receive Hepatitis B, Tdap/TD, MMR, and Varicella (chickenpox) vaccinations. Due to the potential risks to patients and healthcare workers, the school strongly recommends that every student receive these vaccines.

Additionally, the COVID-19 vaccination is commonly required for externships and employment, so students should consider its requirements as well.

Providing documentation of vaccination or a serum titer confirming immunity, signed by a healthcare provider within the past twelve (12)

months, is a requirement for admission into the Medical Assistant Hybrid Program.

Immunization Documentation

Students must provide documentation for the following vaccinations:

- Influenza: Must be received annually.
- Tetanus-Diphtheria-Pertussis (Tdap): Must be current within the past ten (10) years.
- Measles-Mumps-Rubella (MMR): Documentation of vaccination required.
- Hepatitis B: A complete three-injection series must be finished before admission into the program.
- Varicella (Chickenpox): Students may provide a physician-documented history of the disease as an alternative to providing a shot record or serum titer.
- Tuberculosis Screening Requirements: Students must receive a non-reactive, two-step Purified Protein Derivative (PPD) skin test for Tuberculosis and submit the results to the school. The cost will be the student's responsibility and will vary based on insurance coverage, availability, and provider. Testing is performed by appointment only; students can contact their local health department for appointment availability.

and setup to ensure a secure testing environment that meets PSI's standards.

- Technology Requirements for Remote Proctoring:
 - Computer: Desktop or laptop ONLY, a Chromebook or tablet will not be accepted.
 - Webcam: Functional webcam capable of providing a clear view of the testing space.
 - Microphone: Working microphone for communication with the proctor.
 - Internet and Browser: Stable internet connection and Google Chrome browser.
 - Environment: A quiet, private, and distraction-free space is required; students will need to provide a 360-degree view of the testing environment before they begin the assessment.

Technology Requirements

Skilltrade students are expected to have consistent and reliable access to the following:

Computer

Operating System: Windows 10 or newer, macOS 10.15 or newer

Processor: Intel i5 / AMD Ryzen 5 or better

Memory: 8 GB RAM or more

Storage: 256 GB SSD or more

Internet

Connection: Reliable high-speed internet (Wi-Fi or Ethernet) with at least 10 Mbps download speed

Required Browser: Latest version of Google Chrome

Required Accessories

Speakers and Microphone: Built-in or external, for audio and communication needs

Certification Testing Requirements

Skilltrade students will have the option to take their program's certification exam at a PSI testing center or through PSI's live remote proctoring service. Students will be clearly prompted on when and how to sign up for their exam as a part of their online coursework. Certification exams must be scheduled for the final week of the program unless otherwise noted.

Testing Options

- PSI Testing Center: Students may schedule their exam at a designated PSI testing location from the list that will be provided.
- Live Remote Proctoring: Students may choose to take the exam from their home or another private location while being monitored by a proctor via webcam. This option requires specific technology