



Medical Assistant Certificate Training

Prepare for an exciting, challenging and rewarding career in Healthcare! Learn to assist physicians by performing functions related to the administrative and clinical responsibilities of a medical office. This program is designed to meet standards set by the Affordable Care Act, the skills sets required by regional employers and preparation for the Certified Clinical Medical Assistant (CCMA) national exam.

**Great Bay Community College in partnership with
Exeter Core Physicians, Wentworth-Douglass Physician
Corp and Appledore Medical Group**

developed a twelve-week Medical Assistant Certificate program of 320 hours of classroom instruction, hands-on lab experiences and a 160-hour practicum at local medical offices.

National Certification:

Upon successful completion of the program, students are eligible to sit for the National Healthcare Association (NHA) Certified Clinical Medical Assistant (CCMA) national examination.

Job Outlook for 2012 – 2022:

Employment of medical assistants is projected to grow 29% from 2012 – 2022, much faster than the average for all occupations. The growth of the aging baby-boom population will continue to spur demand for preventative medical services which are often provided by physicians. As their practices expand, physicians will hire more assistants to perform routine administrative and clinical duties allowing the physicians to see more patients. The median annual wage for medical assistants was \$29,370 in May 2012.

Source: US Department of Labor Bureau of Labor Statistics



Ask about **job training funds** to
help pay for this training

New Hampshire
jobTrainingfund

For more information please contact:
Great Bay Community College
Business & Training Center
(603) 427-7651
greatbaybtc@ccsnh.edu

Application & Course Curriculum

Application Requirements:

- Age 18 & older
- High School Diploma, GED or HiSet
- Interview
- WorkReadyNH Certificate or completed Pre-Assessment – Call 603-427-7636 to schedule.
- Completed Application

Required immunizations, health and drug screen and criminal background check required prior to the 160-hour practicum.

For more information contact Kim Hashem-Dugal, Program Coordinator,
603-427-7647, or **khashemdugal@ccsnh.edu**

CRN	Course #	Title	Dates	Days	Time	Tuition
25069	NCHC 140G	Medical Assistant*	2/6 – 3/31	MTWThF	9:00am – 5:00pm	\$5,500
25079	NCHC 141G	Medical Assistant Practicum	4/3 – 4/28	MTWThF	8:00am – 5:00pm	\$0
25071	NCHC 140G	Medical Assistant*	5/8 – 6/30	MTWThF	9:00am – 5:00pm	\$5,500
TBA	NCHC 141G	Medical Assistant Practicum	7/3 – 7/28	MTWThF	8:00am – 5:00pm	\$0
TBA	NCHC 140G	Medical Assistant*	8/7 – 9/29	MTWThF	9:00am – 5:00pm	\$5,500
TBA	NCHC 141G	Medical Assistant Practicum	10/2 – 10/27	MTWThF	8:00am – 5:00pm	\$0
TBA	NCHC 140G	Medical Assistant*	10/30 – 12/22	MTWThF	9:00am – 5:00pm	\$5,500
TBA	NCHC 140G	Medical Assistant Practicum	1/2/18– 1/30/18	MTWThF	9:00am – 5:00pm	\$0

*Friday classes 8am-4pm

NCHC 140G Medical Assistant

Become a highly skilled medical assistant in a physician's office. You will learn to prepare patients for examination, treatment, diagnostic testing, proper lead placement for cardiac evaluation and conduct routine laboratory procedures. Curriculum includes: medical terminology, human anatomy and physiology, technical aspects of phlebotomy, pharmacology, cardiac life cycle, proper use and administration of medications, taking and documenting vital signs, accessing and recoding information appropriately in electronic medical records. Professional workplace behavior, ethics and the legal aspects of healthcare are emphasized.

320 hours 8 weeks 40 hours per week

NCHC 141G Medical Assistant Practicum

Practice your skills, demonstrate and document your capabilities in a healthcare facility supervised by faculty staff and the program instructors to meet CCMA certification requirements.

160 hours 4 weeks 40 hours per week

Business & Training Center

320 Corporate Drive, Portsmouth NH 03801

www.greatbay.edu/btc

To Register call (603) 427-7610 or stop by the campus



Great Bay
Community College

320 Corporate Drive
Portsmouth NH 03801

(603) 427-7600

www.greatbay.edu