

PREPPY PROGRAM ROADMAP

Clinical Medical Assistant

Build the professional, administrative, and clinical competencies to support healthcare providers and improve patient outcomes in outpatient settings.

Course Features



Textbook Access

Required texts provided at no additional cost



10 Hours of Tutoring

One-on-one support from subject matter experts



Career & Résumé Support

Professional resume review and career coaching



Learning Resources

Instructional videos and interactive content



Peer Community


Discussion boards for collaboration and peer support

How This Program Works

The Clinical Medical Assistant pathway is structured in five stages, beginning with foundation courses in student success, anatomy & physiology, and medical terminology, then progressing to the Clinical Medical Assistant concentration course — a comprehensive curriculum covering professional practice, administrative functions, clinical procedures, pharmacology, laboratory testing, medical specialties, and special populations. **A minimum grade of 70% or higher is required in each course throughout the program.**

Throughout the program, you'll learn through reading assignments, expert-led instructional videos, interactive practice activities, soft skills spotlights, and scenario-based Checkpoints. Periodic Benchmarks validate your mastery before you advance. After completing the concentration, you'll receive your certificate, and then have the option to pursue national

certification and access externship placement and vocational assistance to launch your career.

 **Note:** Stages 4-5 may occur in different order based on certification requirements. See details below.

STAGE 1

Foundation Courses

Complete these three courses before advancing to the concentration. They establish the mindset, vocabulary, and body-system knowledge essential for medical assisting success.

Success for Healthcare Workers

Build self-awareness, time management, critical thinking, and professional skills needed to thrive in course and career.

Anatomy & Physiology

Explore body systems, anatomical terminology, and clinical documentation with a focus that connects directly to patient care and clinical procedures.

Medical Terminology

Master the structure of medical terms — prefixes, roots, and suffixes — along with abbreviations, pathology language, and clinical documentation vocabulary.

STAGE 2

Clinical Medical Assistant Concentration Course

The core of the program — 14 checkpoints that take you from professional foundations and communication through clinical procedures, laboratory testing, medical specialties, and special populations, with 5 periodic benchmarks to confirm mastery along the way.

Professional Practice & Communication

Role and responsibilities, ethics, legal compliance, health records, patient

Administrative Functions

Billing and reimbursement, diagnostic and procedural coding, insurance fundamentals, front

communication, healthcare technology, and written/electronic documentation.

office tasks, appointment scheduling, and medical office management.

Infection Control & Safety

Medical asepsis, OSHA standards, personal protective equipment, emergency response protocols, and disaster preparedness.

Clinical Procedures & Patient Care

Patient intake and history, vital signs, physical exam assistance, phlebotomy, specimen collection, surgical asepsis, diagnostic imaging, patient education, and nutrition counseling.

Pharmacology & Laboratory

Pharmacology basics, drug regulations, medication administration, laboratory fundamentals, specimen handling, point-of-care testing, urinalysis, hematology, chemistry, microbiology, and immunology.

Medical Specialties & Populations

EENT, dermatology, orthopedics, cardiology, pulmonary, gastroenterology, neurology, endocrinology, urology, OB/GYN, pediatrics, geriatrics, and oncology care considerations.

Course Textbook

The following text is provided as part of your enrollment — no need to purchase separately:

Comprehensive Medical Assisting, 6th Edition (Jones & Bartlett Learning)

Textbook access is provided digitally via VitalSource Bookshelf and will be available at the start of the concentration course.

Flexible Pathway Ahead

The order in which you complete your certification exam (Stage 4) and externship/career launch activities (Stage 5) may vary based on the eligibility requirements of your chosen certification. Some certifications require clinical hours before you can sit for the exam, while others allow you to test immediately after coursework completion. **Review our Certification & Job Readiness Guide for personalized guidance** on the best pathway for your career goals.

STAGE 4

Sit for Your Certification Exam

Upon completing the Clinical Medical Assistant Concentration Course, you'll have access to targeted study materials designed to help you prepare for national certification exams.

Sitting for a certification exam is optional and entirely your choice.

Certification Options

You may choose to pursue one of the following nationally recognized certifications:

CCMA – Certified Clinical Medical Assistant


Offered by the National Healthcareer Association (NHA). This exam validates your knowledge across administrative and clinical medical assisting competencies.

NCMA – National Certified Medical Assistant

Offered by the National Center for Competency Testing (NCCT). This exam assesses competency in clinical and administrative medical assisting.

RMA – Registered Medical Assistant

Offered by American Medical Technologists (AMT). This exam validates proficiency in general, administrative, and clinical medical assisting.

 **Eligibility Requirements:** Each certifying organization has its own eligibility criteria, which may include specific educational requirements, clinical hour minimums, or other prerequisites. You are responsible for verifying that you meet all requirements before registering for an exam.

STAGE 3

Receive Your University Certificate

Upon successful completion of all foundation courses and the Clinical Medical Assistant Concentration Course, you will receive a certificate of completion from our university partner.

What This Certificate Represents

- Official recognition of your completion of a comprehensive clinical medical assistant program
- Demonstration of competency in professional practice, administrative functions, clinical procedures, pharmacology, and laboratory testing
- A credential from a regionally accredited institution to include on your résumé and professional profiles
- Validation of your readiness to pursue externship and employment opportunities

Vocate Externship & Career Placement Support

Upon completing the Clinical Medical Assistant Concentration Course, you'll receive comprehensive resources and guidance to secure your externship placement and launch your career in medical assisting.

Externship Support

- Externship introductory call to guide your site search
- Access to prospective externship sites in your area
- Clinical affiliation agreement template
- Site procurement checklist to organize your outreach
- On-site success strategies to maximize your experience
- Clinical hours timesheet template
- 30-day follow-up call to support your progress

Career Placement Support

- Career services introductory call
- Prospective employer leads in your area
- Mock interview preparation to build your confidence
- 30-day follow-up to support your job search

Your Active Role: You will take the lead in securing your externship placement and job position. Our career support team provides resources, site leads, templates, and guidance throughout the process—but you'll be responsible for reaching out to facilities, coordinating placements, and managing your job search. This hands-on approach builds the professional communication and initiative skills that employers value.

Program Policies

Minimum Grade Requirement

A minimum grade of 70% or higher is required in each course throughout the program. This applies to all foundation courses and the concentration course.

Academic Integrity

Academic integrity is the pursuit of scholarly activity in an honest, truthful, and responsible manner. Violations include plagiarism, cheating, fabrication, and academic misconduct. Failure to comply may result in a zero on the assessment, removal from the course, or revocation of an academic transcript.

Course Completion

All required coursework must be attempted, submitted, and graded for the course to be considered complete. Required coursework consists of graded assignments, benchmarks, and the final exam.

AI Use-Case Policy

AI tools are not permitted on Benchmarks or Checkpoints. These assessments require independent work to validate your mastery and readiness to advance in the program.