

Clinical Medical Assistant

To Enroll:

Complete the pre-admission application found at
<http://www.collin.edu/ce/healthsciences/cma.html>

Program cost:

\$3078

Required Courses:

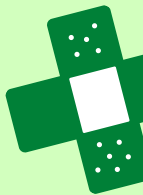
- Electronic Health Records **
- Health Career Success **
- CMA Basic & CMA Advanced
- CMA Externship

** Electronic Health Records and Health Career Success must be successfully completed before or during CMA classes, as you have a limited amount of time to enroll in externship. Students are to be eligible to move to externship upon the successful completion of CMA.

Classes available in Fall, Spring, and
Summer semesters

NHA Certification Exam:

STUDENTS WHO SUCCESSFULLY COMPLETE ALL COURSEWORK AND THE EXTERNSHIP ARE ELIGIBLE FOR THE CMA EXAM PROVIDED BY THE NATIONAL HEALTHCAREER ASSOCIATION (NHA). COST OF THE EXAM IS INCLUDED IN THE CMA EXTERNSHIP.



Clinical Medical Assistant Externship

BE READY TO APPLY FOR EXTERNSHIP ONCE YOUR CMA COURSES ARE COMPLETE.

Steps:

1. COMPLETE THE COURSEWORK

Electronic
Health
Records



Health
Career
Success



CMA Basic
&
Advanced

2. BEGIN EXTERNSHIP APPLICATION

The externship application includes a checklist of items we need.

- Copy of a driver's license or state issued ID
- Active Basic Life Support (BLS) card
- Vaccine report from BlueStar Diagnostics
- Background check & drug screen from BlueStar Diagnostics
- Resume
- Skills Checklist self-evaluation

3. SUBMIT EXTERNSHIP APPLICATION WITHIN 30 DAYS OF THE LAST DAY OF YOUR CMA CLASS AND WAIT FOR APPROVAL FROM CE HEALTH SCIENCES

Submit completed applications to CEHealthCare@collin.edu. A formal review will be conducted and you will be emailed with your steps for registering. Review may take up to two (2) weeks. Remember: **All students must** enroll in externship within **30** days of the last day of the CMA courses.

4. REGISTER AND PAY FOR EXTERNSHIP

Call Registration at 972-985-3711 and register with the Course Number (CRN) provided in the approval email. Pay for externship at the same time you register.

5. CHECK CANVAS IN COUGARWEB

Documents needed to complete externship will be available in Canvas on the 15th. Shortly thereafter, the contracted clinical site list will be available. You are welcome to locate your own site; however, there are extra steps. The student and clinical site manager must email Ms. Wilson their acknowledgement to host you. The student's name must be in the subject line of the email.

6. ATTEND INTERVIEW, LAND THE EXTERNSHIP POSITION, AND SET YOUR SCHEDULE TO COMPLETE 160-HOUR EXTERNSHIP

Tips for a Successful Externship

Treat your externship as you would permanent placement. Learn something from everyone you meet. Be respectful of others' time and positions.

- Be reliable
- Be on time
- Set a schedule and keep it
- Call the site if you will be late or absent
- Ask questions and initiate open conversation about your clinical experiences with your Practice Manager.
- Be open to feedback and coaching from others with more experience.
- If you have any questions or concerns, communicate with Lynn Wilson at LHunterWilson@collin.edu and copy CEHealthCare@collin.edu.