



6 Easy Ways to Register



ONLINE

ce.unm.edu



EMAIL

ce.registration@unm.edu



PHONE

505-277-0077 Option 1
M-F, 8:00am-5:00pm
Most credit cards accepted.



MAIL

UNM Continuing Education
Attn: Registration
MSC07 4030
1 University of New Mexico
Albuquerque, NM 87131-0001



FAX

505-277-1990
Fax/Mail instructions:
see website.



IN PERSON

M-F, 8:00am-5:00pm
UNM Continuing Education
1634 University Blvd. NE
South Building, Room 101
(just north of Indian School)

Tuition Remission Benefit

UNM employees may use tuition remission for most UNM Continuing Education non-credit classes.



CONTINUING EDUCATION

ce.unm.edu

Course Information

Clinical Laboratory Assistant/Phlebotomy for ASCP Certification

Professionals in healthcare recognize that superior training provides you the knowledge and experience essential to national certification. Learn best-practices and industry standards used in the medical laboratory and begin a rewarding, patient-centered career. Become comfortable with medical terminology and the science of venipuncture, or drawing blood samples. With hands-on training you learn in the lab practice to perform blood draws on realistic plastic models and on other students. During clinicals the last three weeks of the class, you'll experience the real world of a phlebotomist and have the opportunity to display your acquired skills for potential employment. Participants must be 18 or older. A high school diploma or GED is the minimum educational requirement. Participants must also take readiness assessments (free through Workforce Connections). Once class begins we will process you for Caregiver Clearance (background check) and you have current immunizations verified. Call 505-277-0077 x1 to register.

Course: 38205
Feb 19-Apr 20

225 hours
M-F

\$2995
2:00pm-6:30pm

This course is a 6-week class & lab; meeting afternoons Mondays-Fridays; 3 weeks clinical rotation, scheduled 8am-3pm Mondays-Fridays.



Clinical Medical Assistant (O*Net)

Perform administrative and certain clinical duties under the direction of a physician. Clinical duties may include taking and recording vital signs and medical histories, preparing patients for examination, drawing blood, run EKG test and administering medications as directed by physician.

Related Job Titles:

Certified Medical Assistant (CMA), Clinical Assistant, Doctor's Assistant, Medical Assistant (MA), Medical Office Assistant, Registered Medical Assistant (RMA)

Title:

Job Zone Three: Medium Preparation Needed

Education:

Most occupations in this zone require training in vocational schools, related on-the-job experience, or an associate's degree.

Job Training:

Employees in these occupations usually need one or two years of training involving both on-the-job experience and informal training with experienced workers. A recognized apprenticeship program may be associated with these occupations.

SEE NEXT PAGE >>

Questions: Contact Loree Nalin, Program Supervisor at cehealth@unm.edu

Clinical Medical Careers

UNM Staff, Faculty and Retirees:

Use your Tuition Remission:

Fees up to \$2,626.88 for Fall, \$2,626.88 for Winter & Spring, \$1,313.44 for Summer may be applied to Professional Development courses.

Questions about this benefit?

Visit us online at:

<http://ce.unm.edu/TR>

or call the benefits office at (505-277-MyHR).

To register, send completed forms for registration & tuition remission to ceregistration@unm.edu or come by our registration office, located at 1634 University Blvd. NE (just north of Indian School).

Find out what it takes to begin a rewarding career in the fast-growing field of healthcare.

For complete list of class offerings, please see our catalog or visit our website at ce.unm.edu.



**CONTINUING
EDUCATION**

ce.unm.edu

The Clinical Medical Assisting Profession

The Clinical Medical Assisting program is designed to prepare students to function as professionals in multiple healthcare settings. Medical assistants with a clinical background perform various clinical tasks including assisting with the administration of medications and with minor procedures, performing an EKG electrocardiogram, obtaining laboratory specimens for testing, educating patients, and other related tasks. Job opportunities are prevalent with physician's offices, clinics, chiropractor's offices, hospitals and outpatient facilities.

Course Information

Clinical Medical Assistant

This program is intended for students who want to prepare for an exciting, challenging and rewarding career in healthcare. This program will train students to assist physicians by performing functions related to the clinical responsibilities of a medical office. Instruction includes among other things preparing patients for examination and treatment, routine laboratory procedures, diagnostic testing, technical aspects of phlebotomy and the cardiac life cycle. Students will review important topics including phlebotomy, pharmacology, the proper use and administration of medications, taking and documenting vital signs, cardiology including proper lead placements, a professional workplace behavior, ethics and the legal aspects of healthcare. This program includes hours of classroom lecture and hands on labs and a clinical externship opportunity at a local healthcare provider. To be eligible for the clinical rotation, students must successfully complete the program, submit to a thorough background check, drug screening and meet other requirements.

Please read: UNM Tuition Remission eligible under Professional Development. Upon successful completion of this program, students would be eligible to sit for the National Healthcareer Association (NHA) Certified Clinical Medical Assistant (CCMA) national examination. Available (optional) Clinical Externship Hours: 160 hours after completing classroom training.

Course: 38210

Clinical Core: Mar 26-Jul 9

43 sessions

MWF

\$2,849

6:00pm-9:30pm

Note: Clinical Medical Assistants should have a high school diploma or GED and be 18 years or older.

Quick Facts: Clinical Medical Assistant

2014 Median Wages	\$27,500 per year \$13.23 per hour
Entry Level Education	Post-secondary certificate; non-degree award
Work Experience in a Related Occupation	None
On-the-Job Training	None
Number of Jobs, 2012	6,340
Job Outlook, 2012-22	19% (much faster than average)

Questions: Contact Loree Nalin, Program Supervisor at cehealth@unm.edu