

Medical Assistant Development Program

Saint Alphonsus Medical Group

Program Information

Saint Alphonsus Medical Group is providing a free MA Development Program to colleagues who are interested in becoming medical assistants. This 23-week program will offer a hybrid learning style, with portions completed both online and in person. Colleagues will sit for the CCMA certification exam upon program completion.

COURSE DETAILS

Weeks 1-15 Students will continue their current job role. They will complete their learning through the National Healthcare Association website on personal time.

Week 16-23 Students will transfer to the MA Apprentice job role, reporting to the MA Program Coordinator. Students will complete their apprenticeship in clinic 4 days a week, attend live skills labs 1 day a week (held during work hours), and complete online modules on personal time.

Weeks 24-26 Students will transfer to MA Role. They will prepare and take CCMA exam.

*This is a rigorous course. Students are expected to devote 10-12 hours a week learning. It is difficult to fall behind and be able to catch up successfully.

Candidates are expected to graduate in 23 weeks, with the CCMA certification exam successfully completed 90 days after graduation.

SAHS will provide required immunizations and BLS for students selected for the program.

Selected candidates will be responsible for the cost of the scrub uniforms.

Curriculum Details

Program uses the National Healthcare Association curriculum and CCMA exam certification. In addition, a human anatomy and physiology book is included for supplemental learning.

*If program, certification exam, and 1 year work commitment is not successfully completed colleague is responsible to reimburse SAMG for tuition costs.

Our calling is you.



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Requirements

- Work for SAHS for at least 6 months
- Colleague in good standing
- Fully complete application and selection process
- MA coursework done on personal time
- Commit to work for SAMG for 1 year after graduation
- Successfully complete NHA MA certification exam within 90 days of program completion

Important Dates

- **May 13, 2024** Applications will be emailed to managers and nurse leaders to forward to their colleagues.
 - Applications and Manager Approval Forms will be completed through Microsoft Forms.
 - Recommendation letters can be emailed to Jacquie.holland@saintalphonus.org or interofficed to SAMG Nursing Admin at 6140 Curtisian B12, ATTN Jacquie Holland
- **May 28, 2024** Completed applications are due by 5pm.
- **May 29, 2024** The selection committee will review applications, and finalists will be requested to interview with the committee.
- **May 31, 2024** Interview with the selection committee between 8:00 am-11:00 am.
- **June 4, 2024** Candidates will be notified of acceptance decisions.

*Candidates selected for the program will be expected to attend the following:

- Orientation **June 10, 2024, from 3 pm-5pm, 999 N Curtis Rd, Ste 309**
- BLS **September 5, 2024, from 8am-1pm 999 N Curtis Rd, Ste 309**
- Mid-Term Review in person on **September 13, 2024, from 2 pm-5 pm, 999 N Curtis Rd, Ste 309**
- Mid-Term Exam **September 16, 2024 from 3pm-5pm, 999 N Curtis Rd, Ste 309**

*Applicants are asked to ensure they are available when submitting their applications for these dates and times.

If you have any questions, please email Jacquie.holland@saintalphonus.org.

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