About AMCA...

We offer National Certification Exams That Support and Validate the Allied Healthcare Industry through Testing of Individual Skills.

AMCA Headquarters
194 Route 46 East
Fairfield, NJ 07866
Phone: 888.960.AMCA(2622)
Fax: (973) 582.1801
www.AMCAexams.com
On October 8, 2015, the National Commission for Certifying Agencies (NCCA) granted American Medical Certification Association (AMCA) accreditation to the Clinical Medical Assistant Certification (CMAC) for demonstrating compliance with the *NCCA Standards for the Accreditation of Certification Programs*. 

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### Medical Certification Examinations Provide...

- Credibility
- Enhanced Placement Statistics
- Portability
  - Career Advancement
- Increased Enrollment
- Improved Marketability

American Medical Certification Association (AMCA) is headquartered in Fairfield, New Jersey. The American Medical Certification Association (AMCA) was established with the vision of enhancing the allied healthcare industry by providing national certification exams that validate the knowledge and expertise of professionals in this field. Additionally, the AMCA collaborates and actively participates in the allied healthcare industry to serve as a support network for allied healthcare professionals. The AMCA has obtained membership in various organizations to strengthen its’ ties to the industry.

According to the Bureau of Labor and Statistics, the healthcare field continues to represent the fastest growing segment of our nation's economy. The American Medical Certification Association (AMCA) offers certification exams to the allied healthcare field. The AMCA nationally approved and recognized as a certification organization in all 50 states.

Increasing numbers of trained, career-oriented professionals enter this promising field each year, sharing common goals, interests and needs. To help these healthcare professionals meet their goals, AMCA offers certification exams to increase a candidate’s marketability and enhance their career portfolio.

### What is Certification?

Certification or the word certify as defined by Webster’s Collegiate Dictionary (2000) means, “to attest as being true or as represented as meeting a standard.” It is through a set of standards that the American Medical Certification Association has developed each of its exams. Each exam is developed by a team of Subject Matter Experts who have many years of experience in their chosen field. The exams are designed to meet standards that will certify each successful exam candidate whom has proven that they are knowledgeable in their specific subject matter. The exams are based on 5 subject areas: Health care systems, Medical Law and Ethics, Safety and Infection Control, Anatomy and Physiology and the subject matter related to that specific area i.e., phlebotomy, EKG mental health, etc...
Candidate Eligibility Requirements
The population eligible to sit for the AMCA examinations must be 18 years of age, possess a high school diploma or equivalent and meet one of the below requirements:

- Graduate from a training program (proof of completion is required)

- Or have 2 or more years of work experience and be currently working in that field – Candidates must provide proof of employment/experience in the form of a written letter and high school diploma or equivalent. Letters should include daily responsibilities and tasks performed as part of your clinical medical assistant role. Letters are verified and must be written on company letterhead. *(NJ Candidates are not eligible for this option in which to test as it violates N.J.A.C. 13:35-6.4 – all NJ candidates must graduate from a State of NJ approved program)*

- The laws and regulations pertaining to minimum requirements and the allied health industry vary by state. It is highly recommended that test candidates familiarize themselves with their particular states rules and regulations regarding certification requirements.

Exams are offered as either paper/pencil or online through a proctored test site.

Period certification is valid:
2 year requirement for maintaining or renewing certification.

Recertify/CEU’s
The AMCA requires 10 hours of Continuing Education, every two years. To keep your certification current, AMCA will supply you with CE Volumes on or about every 6 months. Each CE Volume will provide 5 CE credits, at a cost of $79.00

Outside CEU’S:
As an option, credits may be obtained through your employer or other educational providers. Note: 1 hour is equivalent to 1 credit. Please direct your CE questions to our AMCA Customer Service Representatives.
### AMCA Approvals/Partners

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<tr>
<th>Logo</th>
<th>Information</th>
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<tr>
<td><img src="image" alt="NCCA Logo" /></td>
<td>On October 8, 2015, the National Commission for Certifying Agencies (NCCA) granted American Medical Certification Association (AMCA) accreditation to the Clinical Medical Assistant Certification (CMAC) for demonstrating compliance with the <em>NCCA Standards for the Accreditation of Certification Programs.</em></td>
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| ![New Jersey Board of Medical Examiners](image) | **New Jersey Board of Medical Examiners**  
APPROVED 12/2014  
[http://www.state.nj.us/lps/ca/bme/index.html](http://www.state.nj.us/lps/ca/bme/index.html) |
| ![New Jersey](image) | **New Jersey**  
[http://lwd.state.nj.us/labor/index.html](http://lwd.state.nj.us/labor/index.html) |
| ![Job Corps](image) | Job Corps provides the all-around skills needed to succeed in a career and in life. Job Corps has approved and accepted 14 of AMCA’s national certifications in 125 Job Corps throughout the US and around the world |
| ![E-Hired](image) | **E-Hired**  
Free Job Placement Assistance, Job Posting, Resume Templates and more... |
| ![NATIONAL Health Care Provider SOLUTIONS](image) | Exclusive - 30% Discount for all AMCA certificant’s.  
Online Certification - ACLS, PALS, BLS and CPR  
[https://nhcps.com/custom/AMCA](https://nhcps.com/custom/AMCA) |
| ![Army Cool](image) | **Army Cool**  
[https://www.cool.army.mil/](https://www.cool.army.mil/) |
| ![NAVYCool](image) | **NAVYCool**  
| ![TFC Tuition Financing](image) | **TFC Credit**  
| ![ProTrain](image) | **ProTrain**  
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<tr>
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<td><a href="http://www.nocti.org/">http://www.nocti.org/</a></td>
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<th>Coalition of New York State Career Schools</th>
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<tr>
<td><a href="http://cnyscs.com/">http://cnyscs.com/</a></td>
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<tr>
<td>The Coalition of New York State Career Schools is an association of trade and business schools that are licensed by the New York State Education Department’s Bureau of Proprietary School Supervision.</td>
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<tr>
<td><a href="http://www.fapsc.org/">http://www.fapsc.org/</a></td>
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<tr>
<td>The Florida Association of Postsecondary Schools and Colleges (FAPSC) has been the voice of career schools since 1956. FAPSC currently works on behalf of all Florida’s degree granting and non-degree granting career schools and colleges.</td>
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<tr>
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<tr>
<td><a href="http://www.gseta.org/">http://www.gseta.org/</a></td>
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<tr>
<td>Founded in 1975 as a private, not for profit organization, the Garden State Employment and Training Association, Inc. has functioned as a forum for New Jersey’s workforce development professionals to share their expertise and to promote professional development.</td>
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<td>Private College and School Association of New Jersey- PCSA</td>
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<td>Pennsylvania Association of Private School Administrators- PAPSA</td>
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<td>Tennessee Association of Independent Colleges and Schools- TAICS</td>
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<td>Regions PCCS</td>
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<td>The American Society for Healthcare Human Resources Administration (ASHHRA) of the American Hospital Association (AHA)</td>
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Why Choose the American Medical Certification Association
for your students National Certification

JOB PLACEMENT ASSISTANCE

Gainful Employment Action Plan

46,000 Searchable Job Openings
FREE Daily Emailed Job Leads
All Services FREE for all Users
No Personal Information Required

At zero cost to your organization, E-Hired can be easily added to your career service action plan. Become an AMCA Approved Testing site and certify your students through the AMCA.

Once your students successfully pass our National Certification exam, they will receive free daily emailed job leads within a 50 mile radius of their zip code, specific to their certification. They will also have access to thousands of searchable allied healthcare job positions.

We believe utilizing AMCA with E-Hired as an action plan to address the requirements of Gainful Employment will be of great help to your career service departments.

Put the AMCA and E-Hired on your team!
AMCA has teamed up with:

MEDLINE UNIVERSITY

More Great Reasons to choose AMCA!
AMCA teams up with Medline University to give your instructors cutting edge resources and educational tools needed for your students to stand out!

250 FREE CE Courses:
Diabetes, Foot skin/wound care,
Hand Hygiene/skin care,
HIPAA and more...
Unlimited access to the courses your students need. Earn and save CE's in one convenient place. And it's completely free!

Available in Spanish
The only national certification agency dedicated to bringing your school the tools it needs to develop quality healthcare professionals.

For a complete list of AMCA approved Medline CE courses and how to become an AMCA Testing Site today:
Call Danielle at
888.960.AMCA(2622), ext 112
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<th>Certification</th>
<th>Acronym</th>
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<td>Clinical Medical Assistant Certification</td>
<td>CMAC</td>
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<td>Clinical Medical Administrative Assistant Certification</td>
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<td>Clinical Medical Assistant and PTC/ETC (Combo 2 Separate Exams)</td>
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<td>Patient Care Technician Certification</td>
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<td>Electronic Health Record Certification</td>
<td>EHRC</td>
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<td>Medical Administrative Assistant with Billing and Coding and Electronic Health Record Certification “Triple Play”</td>
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<td>Trichology Certification</td>
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Certification Exam Descriptions & Minimum Requirements

Name of Certification: Clinical Medical Assistant Certification

Abbreviation of Certification: CMAC

Fee charged for the exam: $139.00 (Study Material Included)

Description and purpose of test:
Clinical Medical Assistants have a variety of job responsibilities inclusive of medical and administrative tasks depending on State Law. Some common tasks of a CMAC include; taking a patient’s history, preparing an examination room, assisting physicians during examinations, preparing and transporting specimens, preparing a patient for an EKG, filing and front desk responsibilities. Since a clinical medical assistant works with the public, appearance and respect for confidentiality is important. Certified Medical Assistants may advance to other positions through experience or additional training.

- Drawing blood*
- Taking vitals
- Recording patient visits
- Charting a patient’s history
- Scheduling appointments

- Performing an EKG*
- Recognizing the need for continuing education and staying current in health care mandates

The test is comprised of 200 questions:
The breakdown is as follows: Phlebotomy, EKG, anatomy and physiology, law and ethics, safety/infection control, medical office/patient care, and healthcare systems.

Allotted time for examinees is 3 hours and 15 minutes.

On October 8, 2015, the National Commission for Certifying Agencies (NCCA) granted American Medical Certification Association (AMCA) accreditation to the Clinical Medical Assistant Certification (CMAC) for demonstrating compliance with the NCCA Standards for the Accreditation of Certification Programs.

*The AMCA recommends a minimum of 30 venipunctures, 10 capillaries and 10 successful EKG’s, upon completion of a clinical program. The laws and regulations pertaining to minimum requirements and the allied health industry vary by state. It is highly recommended that test candidates familiarize themselves with their particular states rules and regulations regarding certification requirements.

(The educational program shall include, at a minimum, 600 clock hours of instruction and shall encompass training in the administration of intramuscular and subcutaneous injections and instruction and demonstration in; pertinent anatomy and physiology appropriate to injection procedures; choice of equipment; proper technique, including sterile technique; hazards and complications; and emergency procedures. N.J.A.C. 13:35-6.4)
**Name of Certification:**  
**Clinical Medical Administrative Assistant Certification**  
*(Combo Exam includes 4 Certification: CMAC, PTC, ETC and MAAC)*

**Abbreviation of Certification:**  
CMAAC

**Fee charged for the exam:**  
$199.00 (Study Material Included)

The Clinical Medical and Administrative Assistant Certification exam was designed for those professionals who have the clinical skills necessary as a clinical medical assistant, but also have the skills of an administrative assistant. This busy professional can go from the front office answering the phone to assisting the doctor by taking vitals and drawing blood for prescribed tests. A CMAAC may perform some or all of the following duties. However, they are not limited to just these responsibilities:

- Drawing blood*
- Taking vitals
- Recording patient visits
- Charting a patient’s history
- Scheduling appointments
- Performing an EKG*
- Update and file patients' medical records
- Fill out insurance forms
- Arrange for hospital admissions and laboratory services
- Perform tasks less specific to medical settings: such as answering telephones, greeting patients, handling correspondence, scheduling appointments, and handling billing and bookkeeping
- Recognizing the need for continuing education and staying current in health care mandates

**The test is comprised of 240 questions:**
The breakdown is as follows: Phlebotomy, EKG, Anatomy and physiology, law and ethics, safety/infection control, medical office/patient care, healthcare systems, and administrative inclusive of billing/coding.

Allotted time for examinees is 4 hours and 15 minutes.

*The AMCA recommends a minimum of 30 venipunctures, 10 capillaries and 10 successful EKG’s, upon completion of a clinical program. The laws and regulations pertaining to minimum requirements and the allied health industry vary by state. It is highly recommended that test candidates familiarize themselves with their particular states rules and regulations regarding certification requirements.

*(The educational program shall include, at a minimum, 600 clock hours of instruction and shall encompass training in the administration of intramuscular and subcutaneous injections and instruction and demonstration in; pertinent anatomy and physiology appropriate to injection procedures; choice of equipment; proper technique, including sterile technique; hazards and complications; and emergency procedures. N.J.A.C. 13:35-6.4)*
Name of Certification: Clinical Medical Assistant Certification and Phlebotomy EKG (Combo 2 Separate Exams)

Abbreviation of Certification: CMAC, PTC and ETC

Fee charged for the exam: $169.00 (Study Material Included)

Test 1: CMAC Exam
Clinical Medical Assistants have a variety of job responsibilities inclusive of medical and administrative tasks depending on State Law. Some common tasks of a CMAC include: taking a patient’s history, preparing an examination room, assisting physicians during examinations, preparing and transporting specimens, preparing a patient for an EKG, filing and front desk responsibilities. Since a clinical medical assistant works with the public, appearance and respect for confidentiality is important. Certified Medical Assistants may advance to other positions through experience or additional training.

- Drawing blood*
- Taking vitals
- Recording patient visits
- Charting a patient’s history
- Scheduling appointments
- Performing an EKG*
- Recognizing the need for continuing education and staying current in health care mandates

Test 1 is comprised of 200 questions:
The breakdown is as follows: Phlebotomy, EKG, anatomy and physiology, law and ethics, safety/infection control, medical office/patient care, and healthcare systems.

Allotted time for examinees is 3 hours and 15 minutes.

Test 2: PTC/ETC exam
This supplemental PTC/ETC exam to the accredited CMAC, will ensure the test candidate has the necessary phlebotomy and ETC skills to meet today’s allied health job market.

Test 2 test is comprised of 50 questions:
The breakdown is as follows: Order and equipment selection, specimen collection, processing, patient ID, EKG rhythms and waves and lead placement.

Allotted time for examinees is 1 hour.

*The AMCA recommends a minimum of 30 venipunctures, 10 capillaries and 10 successful EKG’s, upon completion of a clinical program. The laws and regulations pertaining to minimum requirements and the allied health industry vary by state. It is highly recommended that test candidates familiarize themselves with their particular states rules and regulations regarding certification requirements.

(The educational program shall include, at a minimum, 600 clock hours of instruction and shall encompass training in the administration of intramuscular and subcutaneous injections and instruction and demonstration in; pertinent anatomy and physiology appropriate to injection procedures; choice of equipment; proper technique, including sterile technique; hazards and complications; and emergency procedures. N.J.A.C. 13:35-6.4)
Name of Certification: Medical Assistant Certification

Abbreviation of Certification: MAC

Fee charged for the exam: **$109 (Study Material Included)**

**Description and purpose of test:**
The Medical Assistant has a variety of job responsibilities inclusive of medical and administrative tasks depending on State Law. Some common tasks of a MAC include; taking a patient’s history, preparing an examination room, assisting physicians during examinations, preparing and transporting specimens, filing and front desk responsibilities. Since a Medical Assistant works with the public, appearance and respect for confidentiality is important.

Medical Assistants may advance to other positions through experience or additional training.

- Taking vitals
- Recording patient visits
- Charting a patient’s history
- Scheduling appointments
- Assisting the physician as necessary
- Recognizing the need for continuing education and staying current in health care mandates

**The test is comprised of 100 questions:**
The breakdown is as follows: Anatomy and physiology, safety/ infection control, law and ethic, pharmacology, medical terminology and medical office/patient care skills.

Allotted time for examinees is 2 hours.
Name of Certification: Medical Assistant Certification w/Phlebotomy

Abbreviation of Certification: MACP

Fee charged for the exam: $139 (Study Material Included)

Description and purpose of test: Medical Assistants with only Phlebotomy (no EKG), have a variety of job responsibilities inclusive of medical and administrative tasks depending on State Law. Some common tasks of a MAC include; taking a patient’s history, preparing an examination room, assisting physicians during examinations, preparing and transporting specimens, filing and front desk responsibilities. Since a medical assistant works with the public, appearance and respect for confidentiality is important. Medical Assistants may advance to other positions through experience or additional training.

- Drawing blood
- Taking vitals
- Recording patient visits
- Charting a patient’s history
- Scheduling appointments
- Recognizing the need for continuing education and staying current in health care mandates

The test is comprised of 150 questions: Anatomy and physiology, safety/infection control, law and ethics, pharmacology, medical terminology, medical office/patient care skills order of draw, specimen processing/collection.

Post allotted time for examinees is 3 hours.
**Name of Certification:**
**Medical Assistant Certification w/EKG**

Abbreviation of Certification: **MACE**

Fee charged for the exam: **$139.00 (Study Material Included)**

**Description and purpose of test:**
Medical Assistants have a variety of job responsibilities inclusive of medical and administrative tasks depending on State Law. Some common tasks of a Medical Assistant include; taking a patient’s history, preparing an examination room, assisting physicians during examinations, preparing and transporting specimens, preparing a patient for an EKG and filing and front desk responsibilities. Since a medical assistant works with the public, appearance and respect for confidentiality is important. Medical Assistants may advance to other positions through experience or additional training.

Medical Assistants responsibilities may include, but are not limited to the following:

- Taking vitals
- Recording patient visits
- Charting a patient’s history
- Scheduling appointments
- Performing an EKG
- Recognizing the need for continuing education and staying current in health care mandates

**The test is comprised of 150 questions:** Rhythms and waves, lead placement, performing an EKG, anatomy and physiology, law and ethics, safety/infection control, medical office/patient care, pharmacology and medical terminology.

Post allotted time for examinees is 3 hours.
Name of Certification: Phlebotomy Technician Certification

Abbreviation of Certification: PTC

Fee charged for the exam: $109.00 (Study Material Included)

Description and purpose of test:
Phlebotomy plays a key role in laboratory testing and patient care. It is widely accepted that the quality of a laboratory test is only as good as the specimen that was collected. Due to the need to be cost effective, Phlebotomy has now become a specialized area of clinical laboratory practice. Although a hospital is a common place where a phlebotomy technician may work, clinics, acute care facilities as well as doctor’s offices are also ideal places for a phlebotomist to work.

According to the Occupational Outlook Handbook, the expected growth for phlebotomy technicians is anticipated to be about 14% from 2008-2018.

A Phlebotomy Technician’s responsibilities may include, but are not limited to the following:

- Performing venipunctures*
- Performing capillary draws*
- Transporting specimens to the laboratory
- Professionally interact with patients
- Treating patients with empathy and compassion
- Respecting a patients’ rights
- Recognizing the need for continuing education and staying current in health care mandates

The test is comprised of 100 questions in Phlebotomy:
The breakdown is as follows: Patient care, patient ID and site prep, order and equipment selection, specimen collection/processing, safety and infection control. Allotted time for examinees is 2 hours.

*The AMCA recommends a minimum of 30 venipunctures and 10 capillaries, upon completion of a clinical program. The laws and regulations pertaining to minimum requirements and the allied health industry vary by state. It is highly recommended that test candidates familiarize themselves with their particular states rules and regulations regarding certification requirements.

Additional Eligibility Requirements:
Candidates for Phlebotomy from the state of Louisiana must provide proof of 100 venipuncture/25 capillary sticks or more in order to be eligible to sit for the American Medical Certification Phlebotomy exam. Please see the Louisiana Board of Medical Examiners website (http://www.lsbme.la.gov/) for more information on becoming a certified phlebotomist.
**Name of Certification:**
**EKG Technician Certification**

**Abbreviation of Certification:** ETC

**Fee charged for the exam:** $109.00  *(Study Material Included)*

**Description and purpose of test:**
EKG Technicians assist physicians in the diagnosis and treatment of various cardiovascular problems. Areas of practice for cardiovascular technologists include invasive cardiology, vascular cardiology and echocardiography. An EKG technician is someone who works in the area of echocardiography. According to the Occupational Outlook Handbook, the expected growth for EKG technicians is anticipated to be about 24% from 2008-2018. EKG technicians have the education to provide electrocardiograms (EKGs), ultrasounds, and sonograms of a patient’s heart. An EKG is a medical test that records the heart’s electrical impulses. Although a hospital is a common place where an EKG technician may work, clinics, acute care facilities as well as doctor’s offices are also ideal places for an EKG technician to work. EKG technician’s responsibilities may include, but are not limited to the following:

- Prepare patients for an EKG
- Interact with patients
- Perform the EKG*
- Apply electrodes and leads
- Perform Holter Monitoring and Stress Testing
- Recognizing the need for continuing education and staying current in health care mandates

**The test is comprised of 100 questions in EKG:**
The breakdown is as follows: Rhythms and waves, lead placement, Law and Ethics, Patient Care, and Infection Control.

Allotted time for examinees is 2 hours.

*The AMCA recommends a minimum of 10 successful EKG’s. The laws and regulations pertaining to minimum requirements and the allied health industry vary by state. It is highly recommended that test candidates familiarize themselves with their particular states rules and regulations regarding certification requirements.*
**Name of Certification:**
**Phlebotomy/EKG Technicians Certification**
*(Combo Exam includes 2 certification: PTC and ETC)*

Abbreviation of Certification: **PTC/ETC**

Fee charged for the exam: **$139.00 (Study Material Included)**

**Description and purpose of test:**
The purpose of this combination exam is to offer individuals the opportunity to be dually certified in these two areas. It increases their marketability as well as opportunities afforded to them. (See PTC and ETC individual certification for more details)

**The test is comprised of 100 questions:**
The breakdown is as follows: Rhythms and waves, lead placement, Law and Ethics, Patient care, patient ID and site prep, order and equipment selection, specimen collection/processing, safety and infection control.

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*The AMCA recommends a minimum of 30 venipunctures, 10 capillaries and 10 successful EKG’s, upon completion of a clinical program. The laws and regulations pertaining to minimum requirements and the allied health industry vary by state. It is highly recommended that test candidates familiarize themselves with their particular states rules and regulations regarding certification requirements.*
**Name of Certification:**
**Mental Health Technician Certification**

Abbreviation of Certification:  **MHTC**

Fee charged for the exam:  **$109.00 (Study Material Included)**

**Description and purpose of test:**
A Mental Health Technician Certification (MHTC) also known as a psychiatric aide participates in both the planning and implementing of individual patient treatment plans. A MHTC may perform some or all of the following duties. However, they are not limited to just these responsibilities:

- Care for mentally impaired or emotionally disturbed people
- Hygiene of patients
- Patients pulse, temperature and respiration
- Issue medications from dispensary and maintain records
- Lead prescribed individual or group therapy sessions as part of therapeutic procedures
- Assist patients with daily living activities
- Recognizing the need for continuing education and staying current in health care mandates

**The test is comprised of 100 questions in Mental Health:**
The breakdown is as follows: Process and procedure, Law and Ethics, Psychological development, pharmacology, practice settings and safety/infection Control.

Allotted time for examinees is 2 hours.
Name of Certification: Patient Care Technician Certification (Combo Exam includes 3 certification: PCTC, PTC and ETC)

Abbreviation of Certification: PCTC

Fee charged for the exam: $169.00 (Study Material Included)

Description and purpose of test: Patient Care Assistant or Patient Care Technician can give basic nursing care under the supervision of a licensed nurse. Some other titles could be: certified nursing assistant, health care technician, licensed nursing assistant, or nurse’s aide. All of these fall under the supervision of the nursing team. The nursing team involves RNs, LPNs/LVNs, and assisting personnel.

Assistive personnel give basic nursing care while being supervised by an RN. The tasks performed by assistive personnel can vary from state to state. They also can vary depending on the type of agency you work for – for example assistive staff in an emergency room unit will have different responsibilities than those who are working with a surgical nursing unit.

Patient Care Assistants responsibilities may include but are not limited to the following:
- Recognizes unusual vital signs and reports them to the nurse
- Checks on patients
- Follows a patient’s plan of care
- Assists the nurse as directed
- Wound care
- Patient transport

RNs can delegate tasks to LPNs/LVNs and assistive personnel. LPNs and LVNs can also delegate tasks depending on the state. When a task is delegated, there are considerations to be made such as: patient’s needs, is it the right task, and have the right directions been communicated to the person assigned to the task.

The test is comprised of 200 questions:
The breakdown is as follows: Phlebotomy, EKG, anatomy and physiology, medical terminology, patient/wound care, safety/infection control, medical law and ethics and pharmacology.

Allotted time for examinees is 3 hours and 15 minutes.
Name of Certification: Dental Support Technician Certification

Abbreviation of Certification: DSTC

Fee charged for the exam: $109 (Study Material Included)

Description and purpose of test:

A Dental Support Technician Certification is designed for the entry level dental employee. This certification may help advance to other positions through experience or additional training.

- Assisting the dentist with procedures as allowable by state law.
- Recording patient visits
- Charting a patient’s history
- Scheduling appointments
- Recognizing the need for continuing education and staying current in health care mandates

The test is comprised of 130 questions in Dental Health:
The breakdown is as follows: Law & Ethics, Patient care, Process & Procedure, Chair side assisting, pharmacology, radiology and safety/infection control.

Allotted time 2 hours and 45 minutes
Name of Certification:  
Physical Therapy Aide Certification

Abbreviation of Certification:  PTAC

Fee charged for the exam:  $109.00 (Study Material Included)

Description and purpose of test:
Physical Therapy Aides work under the direction and supervision of physical therapists. They help patients who are recovering from injuries and illnesses regain movement and manage pain. Physical Therapy assistants are involved in the direct care of patients. Physical therapist aides often do tasks that are indirectly related to patient care, such as cleaning and setting up the treatment area, moving patients, and performing clerical duties.

Physical Therapy aides typically do the following:

- Clean treatment areas and set up therapy equipment
- Wash linens
- Help patients move to or from a therapy area
- Do clerical tasks, such as answering phones and scheduling patients
- Gait training
- Prepare patient transport

The test is comprised of 100 questions:
The breakdown is as follows: Patient care/administrative, Law & Ethics, Patient prep/positioning, anatomy and physiology, safety/infection control and therapeutic modalities

Allotted time for examinees is 2 hours.
Name of Certification: **Nursing Assistant Certification**

Abbreviation of Certification: **NAC**

Fee charged for the exam: **$109.00 (Study Material Included)**

Nursing assistance help patients with activities of daily living like eating and bathing, provide basic care for patients in hospitals and residents of long-term care facilities, such as nursing homes.

**Duties**

Nursing assistants, sometimes called nursing aides, provide basic care and help with activities of daily living. They typically do the following:

- Clean and bathe patients or residents
- Help patients use the toilet and dress
- Turn, reposition, and transfer patients between beds and wheelchairs
- Listen to and record patients’ health concerns and report that information to nurses
- Measure patients’ vital signs, such as blood pressure and temperature
- Serve meals and help patients eat

Some nursing assistants may also dispense medication, depending on their training level and the state in which they work.

In nursing homes, assistants are often the principal caregivers. They have more contact with residents than other members of the staff. Because some residents stay in a nursing home for months or years, assistants may develop close relationships with their patients.

**The test is comprised of 149 questions:**
The breakdown is as follows: Law & Ethics, Medical Term, OSHA & Infection Control, Pharmacology, anatomy & physiology, Medical Office/Patient Care

Allotted time for examinees is 3 hours.
Name of Certification:
Medical Administrative Assistant Certification

Abbreviation of Certification: MAAC

Fee charged for the exam: $109.00 (Study Material Included)

Description and purpose of test:
The Medical Administrative Assistant duties have evolved in recent years. The MAA is required to be efficient in front office skills as well as knowledgeable in billing, coding, administrative tasks and general patient care. They also need basic knowledge of medical terminology, patient care skills and general office skills.

Medical Administrative Assistant responsibilities may include, but are not limited to the following:

- Answering phones
- Processing bills
- Communicating with patients
- General office duties
- Be up-to-date on HIPAA compliance

The test is comprised of 100 questions Medical Administrative Assistant:
The breakdown is as follows: Medical administrative, billing and coding, medical terminology, patient care, infection control and medical law and ethics.

Allotted time for examinees is 2 hours.
Name of Certification: Billing Coding Specialist Certification

Abbreviation of Certification: BCSC

Fee charged for the exam: $109.00 (Study Material Included)

Description and purpose of test:
The Billing Coding Specialists’ duties have evolved in recent years. The Billing Coding Specialists, also known as medical coders, or health information technologists, are responsible for maintaining and accurately reporting and categorizing patient information. They manage health information and ensure its’ quality through a series of checks and balances. They also need basic knowledge of medical terminology, patient care skills and general office skills. A Billing Coding Specialists responsibility may include, but are not limited to the following:

- Answering phones
- Processing patient information
- Accurately entering patient financial information to ensure timely payments
- Billing and coding for insurance purposes
- Communicating with patients
- General office duties

The test is comprised of 100 questions in Billing and Coding:
The breakdown is as follows: Billing and coding, medical terminology, patient care, infection control and medical law and ethics.

Allotted time for examinees is 2 hours.
Name of Certification: **Electronic Health Record Certification**

Abbreviation of Certification: **EHRC**

Fee charged for the exam: **$109.00 (Study Material Included)**

**Description and purpose of test:**
Medical Administrative Assistants perform a variety of administrative and clerical duties necessary to run an organization efficiently. They serve as information and communication managers for an office; plan and schedule meetings and appointments; organize and maintain paper and electronic files; manage projects; conduct research; and disseminate information by using the telephone, mail services, Web sites, and e-mail.

An Electronic Health Record Specialist has entry level knowledge in the use of software to input patient information, manage patient records electronically, and manage all aspects of the office through the use of the electronic health record software.

**The test is comprised of 100 questions in Electronic Health Records:**
The breakdown is as follows: medical administrative, electronic health records/use of software, medical terminology, patient care, infection control and medical law and ethics.

Allotted time for examinees is 2 hours.
Name of Certification:  
Medical Administrative Assistant w/Billing and Coding Specialist Certification

Abbreviation of Certification: MAA/BCSC

Fee charged for the exam: $139.00 (Study Material Included)

Description and purpose of test:
The purpose of the combination exam is to offer individuals the opportunity to be dually certified in these two areas. It increases their marketability as well as opportunities afforded to them. (See MAA and BCSC individual certification for more details)

The test is comprised of 100 questions: 
The breakdown is as follows: Medical administrative, billing and coding, medical terminology, patient care, infection control and medical law and ethics.

Allotted time for examinees is 2 hours.
Name of Certification: 
Medical Administrative Assistant w/Electronic Health Record Certification

Abbreviation of Certification: MAA/EHRC

Fee charged for the exam: $139.00 (Study Material Included)

Description and purpose of test:
Medical Administrative Assistants perform a variety of administrative and clerical duties necessary to run an organization efficiently. They serve as information and communication managers for an office; plan and schedule meetings and appointments; organize and maintain paper and electronic files; manage projects; conduct research; and disseminate information by using the telephone, mail services, Web sites, and e-mail.

An Electronic Health Record Specialist has entry level knowledge in the use of software to input patient information, manage patient records electronically, and manage all aspects of the office through the use of the electronic health record software.

The test is comprised of 100 questions.
The breakdown is as follows: medical administrative, electronic health records/software use, medical terminology, patient care, infection control and medical law and ethics.

Allotted time for examinees is 2 hours.
**Name of Certification:**  
**Medical Administrative Assistant/Billing and Coding Specialist/Electronic Health Record Certification**

**Abbreviation of Certification:** MAA/BCS/EHRC

**Fee charged for the exam:** $169.00 (Study Material Included)

**Description and purpose of test:**

The purpose of this test is to offer candidates the opportunity to become certified in three areas. As the industry becomes more efficient, this exam allows the student the chance to test their knowledge in entry-level billing and coding, administrative front-office skills and basic electronic record keeping.

Medical Administrative Assistants perform a variety of administrative and clerical duties necessary to run an organization efficiently. They serve as information and communication managers for an office; plan and schedule meetings and appointments; organize and maintain paper and electronic files; manage projects; conduct research; and disseminate information by using the telephone, mail services, Web sites, and e-mail.

Typically, Billing and Coding courses introduce and reinforce the concept of electronic record keeping. Although students are given a general overview of electronic record keeping software, they are given the knowledge of how to operate and function as an electronic health record specialist.

An Electronic Health Record Specialist has entry level knowledge in the use of software to input patient information, manage patient records electronically, and manage all aspects of the office through the use of the electronic health record software.

**The test is comprised of 150 questions in MAA/BCS/EHRC:**
The breakdown is as follows: Medical administrative, electronic health records/software usage, entry-level billing and coding, medical terminology, patient care, infection control and medical law and ethics.

Allotted time for examinees is 3 hours.
Name of Certification:  
Professional Healthcare Instructor Certification

Abbreviation of Certification: PHIC

Fee charged for the exam: $195.00 (Study Material Included)

Description and purpose of test:  
This exam was designed for the experienced allied healthcare instructor. The study guide along with the exam will certify that the individual is knowledgeable about teaching adult learners and addressing individual learning styles.

The test is comprised of 50 questions in Professional Healthcare Instruction:  
The breakdown is as follows: learning styles, applying Blooms Taxonomy, dealing with adult learners, lesson plan preparation and general education questions.

Allotted time for program and exam is 2 hours.
**Name of Certification:**
**Trichology Practitioner Certification**
Abbreviation of Certification: **TPC**

Fee charged for the exam: **$249.00 (Study Material Included)**

**Description and purpose of test:**
The Trichology Practitioner Certification will equip the candidate with a certification to educate their respective clients and community at-large about the causes of hair loss as it relates to sickness and disease, improper diet, hormonal imbalance and genetic predispositions. After course completion, potential employment opportunities for our students may include but will not be limited to: Dermatologist Assistant, Trichology Clinical Research and Development, Trichologist Counselor Assistant in Oncology for Cancer Patients and teaching opportunities.

**The test is comprised of 150 questions in Trichology:**
The breakdown is as follows: hair follicle, OSHA/ infection control, relate to business practice, phlebotomy and body systems related, diet and nutrition and scalp disorders.

Allotted time for examinees is 3 hours.
### Recommended Text(s) and Workbook(s) - Clinical

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<th>Clinical Medical Assistant</th>
<th>Phlebotomy Essentials</th>
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<tr>
<td><strong>Student Workbook for Phlebotomy Essentials,</strong></td>
<td>By Ruth McCall and Cathee M. Tankersley, 5th Edition:</td>
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<tr>
<td>By Susan King Strasinger and Marjorie Schaub DiLorenzo</td>
<td>F. A. Davis Company ISBN10: 0-8036-2057-8</td>
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<tr>
<td><strong>Medical Terminology Quick and Concise:</strong></td>
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### Recommended Text(s) and Workbooks - Administrative

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<tr>
<td><strong>Billing and Coding</strong></td>
<td><strong>Medical Insurance Made Easy</strong></td>
<td>Elsevier</td>
<td>978-0-7216-0556-2</td>
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<td><strong>Understanding Medical Coding</strong></td>
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<td><strong>Kinn's The Administrative Medical Assistant</strong></td>
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<td><strong>Integrated Electronic Health Records</strong></td>
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