

## Certified Clinical Medical Assistant (CCMA) Pre-Course Information

### Bring the following on the first day of class:

- 1) **PROOF OF LIABILITY INSURANCE** – You can obtain cost effective liability insurance to cover you during this course and any others you take during the year after you purchase the insurance. HPSO.com provides a year’s-worth of liability insurance for about \$37.00. To purchase from HPSO:
  1. Go to <http://www.hpso.com>
  2. Under “Get a Quick Quote – Individual” use the drop down menu to select your state, then press “Get Started.”
  3. Use the dropdown menu to select “Medical Assistant” for your profession or area of study.
  4. Check “no” to the question “Are you a member of a professional association?”
  5. Select “Student” for your status as a healthcare professional, then click the “Continue” button.
  6. Choose to apply & pay online or print out and mail the application & payment.
  
- 2) **COURSE TEXTBOOK** – **Comprehensive Medical Assisting 6<sup>th</sup> Edition**  
**ISBN: 978-1305964792**
  
- 3) **OTHER SUPPLIES**
  1. Set of navy blue scrubs
  2. Stethoscope
  3. Blood pressure cuff
  4. Watch with second hand

Keep in mind that these do not have to be top dollar equipment, many places sell these items but a few may include: Amazon, Walmart, Lamberts Healthcare, etc.
  
- 4) **A copy of your High School Diploma/GED or a copy of your college transcript will be required on the first night of class.**

### **Dress Code for the Course:**

Since you will be working with body fluids in this course, there is a dress code. For all face-to-face class sessions you are *required* to:

- Wear scrub suits provided in your kit
- Pull loose hair back and fasten it with clips or a band.
- Keep your nails short and, if used, apply only clear nail polish.
- Cover all visible tattoos
- Clean athletic shoes

**Questions?** Contact the Continuing Education Department at 865-531-8051