



## Alaska Medical Clinics, LLC Medical Assisting Mentorship Program

Alaska Medical Clinics, LLC provides paid, on the job, mentorship that prepares and qualifies an individual to sit for examination through NCCT to become a Certified Medical Assistant (NCMA).

### Requirements:

- CPR/First Aid Certification
- Hepatitis B Vaccination
- Hepatitis A Vaccination
- TB Clearance (the clinic can provide this)
- Must be able to pass background check (Individual is responsible for obtaining a copy of their background check through State of Alaska. Individual must provide a copy to Alaska Medical Clinics, LLC).

### Mentorship Program Details:

- 2 years, full-time work as a Medical Assistant under direct supervision of CMA and Medical Providers.
- Curriculum and study materials provided by Alaska Medical Clinics, LLC help prepare the individual for their certification examination. \*NO HOMEWORK or TESTS. Curriculum is provided by the clinic for the benefit of the individual. It is up to the individual to use the provided material. \*
  - o Curriculum:
    - Medical Terminology
    - Pharmacology
    - Medical Assisting Office and Clinical Procedures
    - Phlebotomy
    - ECG and Other Diagnostic Procedures
    - Medical Coding and Billing
    - Laws and Ethics
- Upon completion of the mentorship program, the individual may also qualify to sit for certification examination to become a Certified Phlebotomy Technician.