





7. Applied Mathematics
8. Nutrition
9. Infection Control Practice
10. Effective Communication
11. Patient Education
12. Administrative Functions
13. Practice Finances
14. Electronic Health Records
15. Managed Care and Insurance
16. Procedural and Diagnostic Coding
17. Medical Law and Ethics
18. Safety and Emergency Practices
19. Career Preparation
20. Professional Organizations, Membership and Continuing Education

**LEARNING MATERIALS:**

Moini, J. Medical Assisting Review: Passing CMA, RMA, & CCMA Exams LL w/  
Connect Access (Current Edition). McGraw Hill.

Competency checklists

Clinical site policies and procedure manuals

Exam review materials

Performance evaluations

Other learning materials may be required and made available directly to the student  
and/or via

VPAA/Provost or designee Compliance Verification:  
Victoria L. Bastecki-Perez, Ed.D. Date: 1/8/2018

Revised by: Kathleen Schreiner and Shauna LaMagna Date: 11/1/2018  
VPAA/Provost or designee Compliance Verification:  
Victoria L. Bastecki-Perez, Ed.D. Date: 11/13/2018

Revised by: Kathleen Schreiner Date: 7/26/2022