

Start a rewarding career as a Certified Medical Assistant

Clinical Medical Assisting

Brought to you by the:
Department of Workforce Development

This comprehensive training program offers the skills needed to assist physicians by performing functions related to the clinical responsibilities of a medical office. The course covers the following areas: Phlebotomy, Pharmacology, the proper use and administration of medications, taking and documenting vital signs, cardiology including proper lead placements, a professional workplace behavior, and ethics and the legal aspects of healthcare. Students will learn how to prepare patients for examination and treatment, routine laboratory procedures, diagnostic testing, technical aspects for phlebotomy, the cardiac life cycle, and other practices.

Registration

The following requirements must be met:

- Must be 18 Years of Age or Older
- Satisfactory TABE Scores (College Administered)
- WIOA Enrollment Approval Form or other approved form of payment
- HS Diploma, GED, or High School Equivalency
- Physical Copy/ies of Student Immunizations (at full #of doses/series)
- Proof of Full COVID-19 Vaccination (for externship)
- Student Physical Health Exam**
- Other Program Associated Documents**

**Forms to be completed by student and/or healthcare provider. Please send an email to workforce@lawsonstate.edu for additional information.

Student will be subject to background check and drug screen.

It is the policy of the Alabama Community College System, its Board of Trustees, and Lawson State Community College, a postsecondary institution under its control, that no person shall, on the grounds of race, color, disability, sex, religion, creed, national origin, age or any other protected class as defined by Federal and State Law, be excluded from participation in, be denied the benefit of, or be subjected to discrimination under any program, activity, or employment.



Class Schedule

...at a Glance

Medical Assisting

Aug 11, 2022 – Dec 3, 2022

Thurs, 5:00 pm-7:00pm

Sat, 8:00am-4:30pm

w/Medial Billing & Coding Minor

Jan 9 – Feb 3, 2023

(Days and Evening Times TBA)

Externship

Feb 13 – Mar 17, 2023

Mon-Friday, (excluding Holidays)

8:00am-5:00pm

Tuition & Associated Fees

\$4,458

(Includes Textbooks, Equipment
Uniforms, and Exam Fee)

Tuition-Payment Plan

\$557.25 bi-weekly for 4 months

-or-

Tuition-Financial Assistance

WIOA (if eligible)

Important Announcements

Students must owe \$0
Previous Balance(s) to
Lawson State CC at the time
of registration.

Funding Your Tuition with WIOA (Region 4)

For Blount, Chilton, Jefferson, Shelby, St. Clair, and Walker County Residents

1. Gather the following documents needed to Apply for the Workforce Innovation and Opportunity Act (WIOA):
 - State of Alabama Driver's License
 - Social Security Card
 - Citizenship/Right-to-Work
Choose one of the following:
 - Birth Certificate
 - Passport
 - DD214 (for Veterans only)
 - Alien Registration Card
 - Immigration/Naturalization Paper
 - Selective Service
(Must have registered for Selective Service at www.sss.gov; male clients only)
 - Income-(Determines Eligibility)
 - SNAP Card (Food Stamps) or
 - Current Check Stubs
 - Birth Certificates of all Family Members living in Household
 - Current Income for Family Members living in Household (Paystubs, SSI, etc.)
 - Proof of Education
 - High School Diploma or Transcripts
 - GED
 - College Degree (if applicable)
 - DD214 (for Veterans only)
 - Letter Correspondence (If homeless, bring letter from the social worker at the shelter. If you are living with someone, provide proof of residency.)
2. Report to the Alabama Career Center at the address below with the documents listed above:

Alabama Career Center (Employment Office)
3216 4th Avenue South • Birmingham, AL 35222 • 205-244-8550
3. Complete a resume at the Alabama Career Center using your most recent places of employment including dates and locations.

For **WIOA** inquiries, contact, (205)929-6384 or tminnifield@lawsonstate.edu
For general program inquires, contact (205)929-3527 or workforce@lawsonstate.edu

Important Announcements

Program Registration Begins as early as June 13 by Appointment Only.

To check for availability and scheduling email:
workforce@lawsonstate.edu

August 1 is the deadline for receiving WIOA approval forms

August 3 is the deadline for Students Paying Out-of-Pocket

Program Installment Deadlines for Students Paying Out-of-Pocket:

\$557.25 (due on Wed, Aug 3)

\$557.25 (due on Fri, Aug 26)

\$557.25 (due on Fri, Sep 9)

\$557.25 (due on Fri, Sep 23)

\$557.25 (due on Fri, Oct 7)

\$557.25 (due on Fri, Oct 21)

\$557.25 (due on Fri, Nov 4)

\$557.25 (due on Fri, Nov 18)

Missed Payments are Subject to an Interruption in the Training Provided.