



New Medical Assistant Training Curriculum

Week One									
Monday		Tuesday		Wednesday		Thursday		Friday	
New Employee SafetyCat ID Badge	8am-4pm	MA Orientation		8am-4:30pm Epic Care by Design MA Shadow		8am-12pm Epic/Misys Clinical Training Part One'	8am-12pm 12:30-4:30	MA Orientation	8am-3pm
Week Two									
Monday		Tuesday		Wednesday		Thursday		Friday	
HR Checklist Admin Checklist MA Shadow focus on using EPIC	8:30-9:30 9:30-10:30 12:30-5	Clinical Training Part Two** MA Shadow focus on using EPIC		8:00-12:00 12:30-4:30 MA Shadow focus on using EPIC and clinical skills		8:30-5 IDX	9-4:30	L.E.A.P. Documentation Checklist MA Shadow focus on EPIC and clinical skills	8am-9am 9-12:30 1-4:30
Week Three									
Monday		Tuesday		Wednesday		Thursday		Friday	
MA Mentor focus on clinical skills checklist	8-4:30	Allegra	9-4:30	Allegra	9-4:30	Allegra	9-4:30	Allegra Front Office Shadow	8am-12pm 12:30-4:30
Week Four									
Monday		Tuesday		Wednesday		Thursday		Friday	
MA Mentor focus on clinical skills checklist	8:30-5	Front Office Open Front Office Checklist	7:30-12 12:30-2:30	Laboratory Training Front Office	8:00-12:00 12:30-4:30	Front Office Front Office Checklist	8am-10am 10am-11am	Phlebotomy	8-4:30
Week Five									
Monday		Tuesday		Wednesday		Thursday		Friday	
MA Mentor	8-4:30	Clinical Training Part Three*** MA Mentor focus on clinical skills and EPIC	8:00-12:00 12:30-4:30	Front Office Finish Front Office Checklist	8:30-5	MA Mentor	8-4:30	MA Mentor Finish any checklists Training Evaluation	8:30-5

***Clinical Training Part One**

Mosby's Modules Covered
 Arterial Blood Pressure
 Postural Vital Signs
 EKG Prep
 Pulse Oximetry
 Peak Flow
 Oxygen set-up and placement
 Nebulizer Treatment

****Clinical Training Part Two**

Mosby's Modules Covered
 Dry Dressing/Wet to Dry Dressing
 Sling Application
 Staple/Suture removal
 Wound Irrigation
 Ear Irrigation
 Sterile Field
 Pap set-up and assist

*****Clinical Training Part Three**

Mosby's Modules Covered
 Intradermal Injection
 Intramuscular Injection
 Subcutaneous Injection
 Vaccine Information Statements
 Immunization Techniques Video