

START A REWARDING CAREER AS A CHIROPRACTIC MEDICAL ASSISTANT (CMA)

Hours: 40+ of approved education online

The second part of the **chiropractic assistant certification** program is testing followed by a required

300 hours of supervised practical **chiropractic assistant** experience

Instructors

- Jenny Martinez, CMA
- Hellen Shijja, CA
- [Dr. Thomas George, DC, CCSMS, CCT](#)

Course Description

This 40+ hour SELF PACED course designed to train the chiropractic medical assistant. Upon completion the student will receive a certificate suitable for framing from a CCE approved Chiropractic College.

This class has several modules that are all included for the \$3500 tuition price. The modules and featured topics are listed below.

This chiropractic medical assistant course is not for the following states: AL, AZ, IA, OH, and SD. If you are in one of those states, select your specific chiropractic assistant medical course from a different medical institute.

Evaluation

The learner's time spent studying course materials is tracked electronically. At least one formal multiple-choice examination is administered at the termination of the course materials for those seeking certification (where appropriate).

Outline

Module

1. Introduction:

Chiropractic philosophy, spinal anatomy, subluxation complex, and spinal pain

2. CMA Duties

Responsibilities of the Chiropractic Assistant, medical records, patient communications, SOAP notes, and confidentiality

3. Emergency Procedures

Chiropractic Office Emergencies, red flags to care, includes blood borne pathogens, recognition of emergency situations, performing the primary and secondary survey

4. Communications

Patient communication skills, CMA to patient relationships, office etiquette, letters and report construction

5. Technical Skills

Obtaining a history, vital signs, record keeping skills, consents to transfer records

6. Law and Ethics

Confidentiality, respondent superior, sources of malpractice, professional boundaries; definitions, prevention, sexual harassment, and developing professional relationships

7. Human Body in Health and Disease

Discusses 20 commonly encounter diseases and disorders seen in chiropractic practice.

8. Physiotherapy

The physiology of wound repair, applications, indications and contraindications of heat, diathermy, electrotherapy, cryotherapy, traction, and construction of exercise programs

9. Radiographic Protection

Basics of x-ray physics, gonad shielding, and x-ray processing.

Objectives

In this course the learner will:

- Discover what is meant by a "chiropractic philosophy" of care.
- Learn about a Doctor of Chiropractic's education and look at the history of chiropractic.
- Learn about basic spinal anatomy.
- Investigate the musculoskeletal and nervous system anatomy.
- Identify what is meant by the term "subluxation complex".
- Broaden the understanding of the chiropractic profession as a whole.
- Learn the common vocabulary terms related to chiropractic.
- Learn about the duties of a chiropractic assistant.
- Learn about medical records and the skills related to great medical records note taking
- Identify some of the keys to working with worker's compensation and motor vehicle collision cases.
- Discover what "informed consent" is and how to apply this to chiropractic care.
- Get an overview of how to use good office etiquette to keep the office a friendly work environment.
- Develop an understanding of what types of emergencies can present to a chiropractic office and what you can do to provide the correct care.
- Learn about blood borne pathogens and how to correctly clean up spills.
- Learn about working with patients from different cultures.
- Develop skills related to time management.
- Learn about the presenting signs and symptoms of common cardiovascular emergencies that you may or may not ever see in chiropractic practice.
- Learn about biohazard waste procedure.
- Identify methods of controlling bleeding or hemorrhage.
- Learn about common techniques of good listening skills.
- Learn why listening skills are so important to the CMA.
- Discover the importance of reviewing all correspondence.
- Interpretation some common body language signs.
- Learn what vital signs are and how to obtain them.
- Learn the key components of a good history.
- Know what "red flags" are for chiropractic.
- Assist the CMA in understanding what "professional boundaries" are and how these boundaries apply to their job duties and working environment.
- Learn about patient's rights.
- Discuss many of the conditions that a Doctor of Chiropractic will encounter in daily practice.
- Learn about legal issues associated with physiotherapy.
- Learn about the different forms of physiotherapy and how to safely apply.
- Investigate the concepts of exercise and rehabilitation.

- Learn about the basic terminology of radiology and radiographic guidelines that are used in chiropractic.
- Understand how to protect the patient during radiographic examinations.

Disclaimer

This syllabus is a representation of the requirements for successful completion of the course, containing the objectives, content, organization, and evaluation processes. It is the student's responsibility to read, comprehend, and act on the syllabus' objectives, content, and requirements. The faculty teaching this course reserves the right to reasonably alter the sequence of activities, assignment dates, and evaluation and assignment methods or styles. Every effort will be made to inform the class members in advance of such changes. Students are responsible for following the syllabus and any changes instituted by the faculty. Should there be any questions or need for reasonable interpretation or clarification of the syllabus, the student must contact the lead course instructor/syllabus author(s) to obtain answers to the above.

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