



**A university just for you.**



ConvenientMD continues to identify meaningful opportunities to build a supportive culture, one that provides ongoing paths for team members to grow and develop in their professional careers. With this in mind, CMD has recently collaborated with U.S. Career Institute's Online Medical Assisting School to offer a Medical Assistant training option for our team.

Through this program, ConvenientMD will support our team members by paying the full tuition for the online

program and serve as the clinical placement site for completion of the clinical externship portion of the program. ConvenientMD will also compensate team members at their hourly rate for all clinical externship hours completed with ConvenientMD.

Upon satisfactory completion of the full Medical Assistant training program, participating team members will be eligible for a Medical Assistant position at ConvenientMD.

# This program is designed for current employees who would like to pursue advancement opportunities within the clinical team.

## *This program is ideal for:*

Testing Techs • Patient Care Techs • Medical Receptionists

- Interested team members must submit their application via a jot form on C3.
- Once confirmed as a member of the upcoming cohort, team members will be enrolled in U.S. Career Institute's Online MA School. ConvenientMD will cover the full cost of tuition for cohort team members.
- Team members completing this MA program will be paid for their clinical externship hours completed at a CMD clinic.
- Participating employees will agree to 2 years of continued employment with Convenient MD following completion of paid clinical hours.
- Applications will go through a standardized blind review process by the MA Training Committee. This committee consists of Practice Managers and our CMD Training Manager.
- Average time to complete the online portion of this program is 4-7 months.
- ConvenientMD will host 2 cohorts per year, approximately every 6 months to ensure sufficient training support for the clinical externship.
- Each cohort will have a maximum pool of 10 team members.
- Within three months post completion of online training program, team members must complete the CCMA exam. Exam costs are covered by the CMD paid tuition.

