

Medical Assistant Informatics Health Care

Health Services



Low Cost Training

Requirements:

- Daily attendance 8:30 a.m. – 3:00 p.m. Completion of all Core classes, focus and externship with C+ average or better.
- Dress Code: blue scrubs and white leather athletic shoes covering toes and heels

Benefits:

- Graduates earn a Certificate of Completion as a Medical Assistant, Phlebotomy and Informatics Health Care
- Graduates can receive job placement assistance.
- The California Commission on Teacher credentialing credentials all instructors.
- All Instructors have experience in the medical field
- Graduates who demonstrate competency, teamwork and professionalism may be hired by the end of their externship.

Prerequisites:

- High school diploma or equivalent (GED)
- Command of English language
- Immunizations must be completed prior to entering Focus Class. They are: TB/PPD, MMR, Chickenpox (Varicella), Tetanus, and Hepatitis A & B series. Meningococcal & Pneumococcal are recommended

Medical Core Classes:

- Medical Terminology & Anatomy Physiology
- Computer Applications
- Customer Service

Focus Class:

- Health Information Management
- Clinical (back office) procedures: vital signs; instrument trays/sterilization; charting notes, etc.
- Phlebotomy
- Injections
- First Aid/CPR
- Malpractice Insurance
- Externship (200 hours)

If you want to work in a growing health-care field with direct patient care, and learn Electronic Medical Records (EMR), this program may be right for you.

Medical Assistants work in a variety of settings including, physicians' offices medical centers, clinics, hospitals, nursing homes, ambulatory care centers and more!

Benefits:

- Earn a Certificate of Completion as a Medical Assistant, Phlebotomy and Informatics Health Care.
- All Instructors have California Teaching Credentials.
- Complete the program in 30 weeks, including a six-week externship.



****High School Diploma or GED required prior to entry into program.**

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| Includes: | Uniforms {Navy scrubs – 2 sets} | |
| | Professional Liability Insurance | |
| Recommended | Study of Common Medications | Drug Handbook |
| Recommended | Pocket Guide | |
| Recommended | Medical Dictionary | Steadman's Cyclopedic Dictionary |
| Recommended | Abbreviations Handbook | Medical Abbreviations |
| Required | Mathematics | Math for Meds |
| Evening 1 time only | First Aid class | |
| *Saturday {TBA} | CPR Class | BLS for Healthcare Providers |

| Block | Instructor/ Room # | Class | Books required for class |
|--|-------------------------------|---|--|
| Block 1 AM & PM | Ms. Cooper 109 | Comprehensive Medical Assisting EMR & Business Communications & Customer Service Computer Applications | Comprehensive Medical Assisting, Third Edition Work & Textbook Microsoft Office 2007 Brief Edition |
| Block 2 AM & PM | Ms. Morris 402 | Medical Terminology I & II Anatomy and Physiology I & II | Medical Terminology: Quick & Concise. The Human Body in Health and Disease (11 th Edition) Work & Text book (Memmler's) |
| Block 3 & 4 AM & PM | Ms. Bradshaw 314C | Comprehensive Medical Assisting Focus – Clinical/Phlebotomy Medical Math | Same book as above Text book Hands on Math for Meds: Dosage & Solutions Information (10 th Edition) |
| Block 5 | Ms. Bradshaw | Externship (200 hours) | |

In addition to the books listed above, students are required to furnish their own stethoscope and BP cuff to be used in the skills laboratory portion of the Clinical focus.

Health screening is as follows:

- _____ TB/PPD {or Clear Chest X-Ray due the 1st day of class
- _____ MMR, Chickenpox (Varicella), Tetanus and Hepatitis A & B series Meningococcal & Pneumococcal are recommended due by the end of the 1st block.

You will need to complete the following immunizations prior to entering your focus class:
Hepatitis A & B series. Meningococcal & Pneumococcal takes up to 6 months to complete
Meningococcal immunization and Pneumococcal immunizations-highly recommended

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Brant Choate, Director

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Office Hours

Monday – Thursday

8:00 a.m. – 12:00 p.m. / 1:00 p.m. - 4:00 p.m.

Friday

8:00 AM - 12:00 p.m.