



# Medical Assisting Program

## Responsibilities of a Medical Assistant

Medical Assistants perform routine administrative and clinical tasks to keep offices and clinics running smoothly. Medical Assistants answer phones, greet patients, update and file patient medical records, fill out insurance forms, handle correspondence, schedule appointments, arrange for hospital admission and laboratory services, and handle billing and bookkeeping.

Clinical duties vary according to state law and include charting medical histories, recording vital signs, explaining treatment procedures to patients, preparing patients for examination, and assisting physicians during examinations. Medical Assistants test on the premises, dispose of contaminated supplies, and sterilize medical instruments. They instruct patients about medication and special diets, prepare and administer medications as directed by a physician, authorize drug refills as directed, telephone prescriptions to a pharmacy, draw blood, prepare patients for x-rays, take electrocardiograms, remove sutures, and change dressings.

<u>Length of Program</u> Months: 5 months Weeks: 20 Hours: 720	<u>Hybrid Class Schedule</u> <u>Practical</u> Practical: Tuesday or Thursday from 9:00 AM- 12:00 PM
---	---

NOTE:.

## Prerequisites

The following are required before the first day of class:

- High school diploma or GED equivalent
- Age 18 and older

## Certification

Upon completion of the program the individual will be nationally certified through The American Medical Certification Association's (AMCA). Including Basic Life Support (BLS) Certification through The American Heart Association.

## Exam

CMA exam is through The American Medical Certification Association. Exam must be scheduled 14 days in advance.

---

### *Career Care Institute*

Main Campus • 43770 15<sup>th</sup> Street West, Suite 115 • Lancaster, California 93534 • phone: (661) 942-6204 • fax: (661) 942-8130

Branch Campus • 2051 Solar Drive, Suite 100 • Oxnard, California 93036 • phone: (805) 477-0660 • fax: (805) 477-0669

Branch Campus • 22500 Town Circle, Suite 2205 • Moreno Valley, California 92553 • phone: (951) 214-6446 • fax: (951) 214-6440



## Gainful Employment Disclosures – 2019

Program Name: **Medical Assisting**

This program is designed to be completed in 20 weeks.

This program will cost **\$12,700.00** if completed within normal time.

Of the students who completed this program within normal time, the typical graduate leaves with **\$3,115.89** of debt.

- 1) Program meets licensure requirements in the following States: N/A
- 2) Program does not meet licensure requirements in the following States: **California**
- 3) Program qualifies students to sit for licensure exam in the following States: N/A
- 4) Program does not qualify students to sit for licensure exam in the following States: N/A
- 5) The following States do not have licensure requirements for this profession: N/A

For more information about graduation rates, loan repayment rates, and post-enrollment earnings about this institution and other postsecondary institutions please click here:

<https://collegescorecard.ed.gov/>

### This information reflects the Award Year from July 1, 2017 to June 30, 2018

To review the terms and definitions for the chart above, outcome information for CCI's other programs, and disclosure information, go to <http://ccicolleges.edu/general-disclosures/>

The program scheduled completion is nine months. This rate is not reflective of the overall completion rate of the program. On-time completion rates can be affected by scheduling changes, failed courses, or extended externship hours.

Tuition and Costs

Medical Assistant Program	
Registration*	\$250.00
Books:	
Medical Assisting: Administrative and Clinical Competencies textbook.	\$129.99
Workbook for Medical Assisting: Administrative & Clinical Competencies	\$65.00
	<b>\$194.99</b>
Supplies: stethoscope	\$225.00
Training Supplies	\$85.00
Exam Fee: AMCA (One attempt fee included)	\$0.00
Online Course Support	\$0.00
Tuition	\$1,695.00
<b>TOTAL</b>	<b>\$12,750.00</b>
Deposit*	\$500.00

*\*Registration Fee and deposit are Non-Refundable\**

Pay as you go option

Angelmedic Training Center offers affordable education with **low** monthly payment options. Quality education that's affordable and accessible.

