



# 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: 9 Weeks: 36 Hours: 720 CIP Code: 51.0801	<u>Class Schedule</u> Theory: Monday through Thursday 8:00 AM to 12:30 PM  Clinical: Hours vary depending on externship site and student availability.
---	--

***NOTE** Students attending evening classes must be available to complete externship training during regular business hours. CCI cannot guarantee that students will be placed in a clinical site during evening hours. Additionally, students must complete a minimum of 24 hours per week of clinical training.*

## Prerequisites

The following are required before the first day of class:

- High school diploma or GED equivalent
- Negative TB result
- Passing score on the pre-entrance exam
- Orientation

## Graduation

Upon successful completion of the program, a Medical Assisting certificate and EKG Certificate will be awarded. Additionally, the graduate will receive a Venipuncture certificate and certification in First Aid/CPR for adult, infant, and child.

## Certification

Career Care Institute hosts the NCCT testing for Medical Assistants on campus. CCI students are encouraged to log on onto the NCCT website <https://www.ncctinc.com/> and register (two weeks in advance of your chosen testing date) to make an appointment to take the exam prior to externship to encourage employment.

*Career Care Institute is accredited by the Commission of the Council on Occupational Education (COE).*

---

### *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 [36 weeks](#).

This program will cost [\\$12,700.00](#) if completed within normal time. There may be additional costs for living expenses. These costs were accurate at the time of posting, but may have changed.

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.

---

### *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



Tuition and Costs

Medical Assistant Program	
Registration*	\$80.00
Books:	
MA Administrative & Clinical Competencies	\$129.90
MA Administrative & Clinical Competencies Workbook	\$130.02
Medical Terminology for Health Prof	\$123.55
Mind Tap MOSS 3.0 (12mo access SimCard)	\$116.53
NCCT Interactive Review System (Online)	\$ 50.00
Supplies: stethoscope +training supplies	\$550.00
Uniform: 1 set + lab coat	\$400.00
Exam Fee: NCCT/MMCI	\$85.00
STRF	\$0.00
Tuition	\$0.00
<b>TOTAL</b>	<b>\$11,635.00</b>
Required Item Not Included in Tuition	
Testing Fee*	\$20.00

*\*Registration Fee and Testing Fees are Non-Refundable\**

**JOB PLACEMENT ASSISTANCE IS PROVIDED TO ALL GRADUATES IN ALL PROGRAMS**

We can help you through the Financial Aid process! Career Care Institute’s Financial Aid Staff is ready to help you apply for a financing package that fits your goals and get your financing plan together before your chosen class starts. Financial Aid is available to those who qualify. For further Financial Aid Consumer Information, go to our website: <http://ccicolleges.edu/financial-aid/> or request an appointment with one of our Financial Aid Advisors.

For updated Crime Safety and Security Report information, go to: <http://ccicolleges.edu/general-disclosures/>. (PDF file is available for download). We also provide current information in student break rooms and/or by requesting a copy from the Admissions Office.



**Career Care Institute**