



# 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.
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***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).*

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### Career Care Institute

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Tuition and Costs

Medical Assistant Program	
Registration <sup>1</sup>	\$80.00
Books <sup>3</sup> :	
MA Administrative & Clinical Competencies + Mind Tap	\$156.33
Medical Terminology for Health Prof + Mind Tap	\$155.51
Mind Tap MOSS 3.0 (12mo access SimCard)	\$116.53
Medical Terminology for Health Prof	\$50.00
Supplies <sup>3</sup> : Stethoscope + Training supplies	\$478.37
Uniform <sup>3</sup> : 1 Set + Jacket	\$400.00
Exam Fee: NCCT/MMCI	\$100.00
STRF <sup>2</sup>	\$0.00
Tuition	\$6.50
<b>TOTAL</b>	<b>\$11,930.13</b>
<b>Required Item Not Included in Tuition</b>	
Testing Fee*	\$12,995.00
	\$40.00

<sup>1</sup>Non-refundable\*

<sup>2</sup>You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you: 1) You are a student, who is a California resident, or are enrolled in a residency program, and prepay all of part of your tuition either by cash, guaranteed student loans, or personal loans, and 2) Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party. You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if either of the following applies: 1) You are not a California resident, or are not enrolled in a residency program, or 2) Your total charges are paid by a third party, such as an employer, government program or other payer and you have no separate agreement to repay the third party.

<sup>3</sup>Books, Uniform, and Supplies become student purchases once issued to student. Students who drop or have been dismissed after these have been issued will assume ownership for said items and will not be eligible for refunds.

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 Representatives.

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.



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