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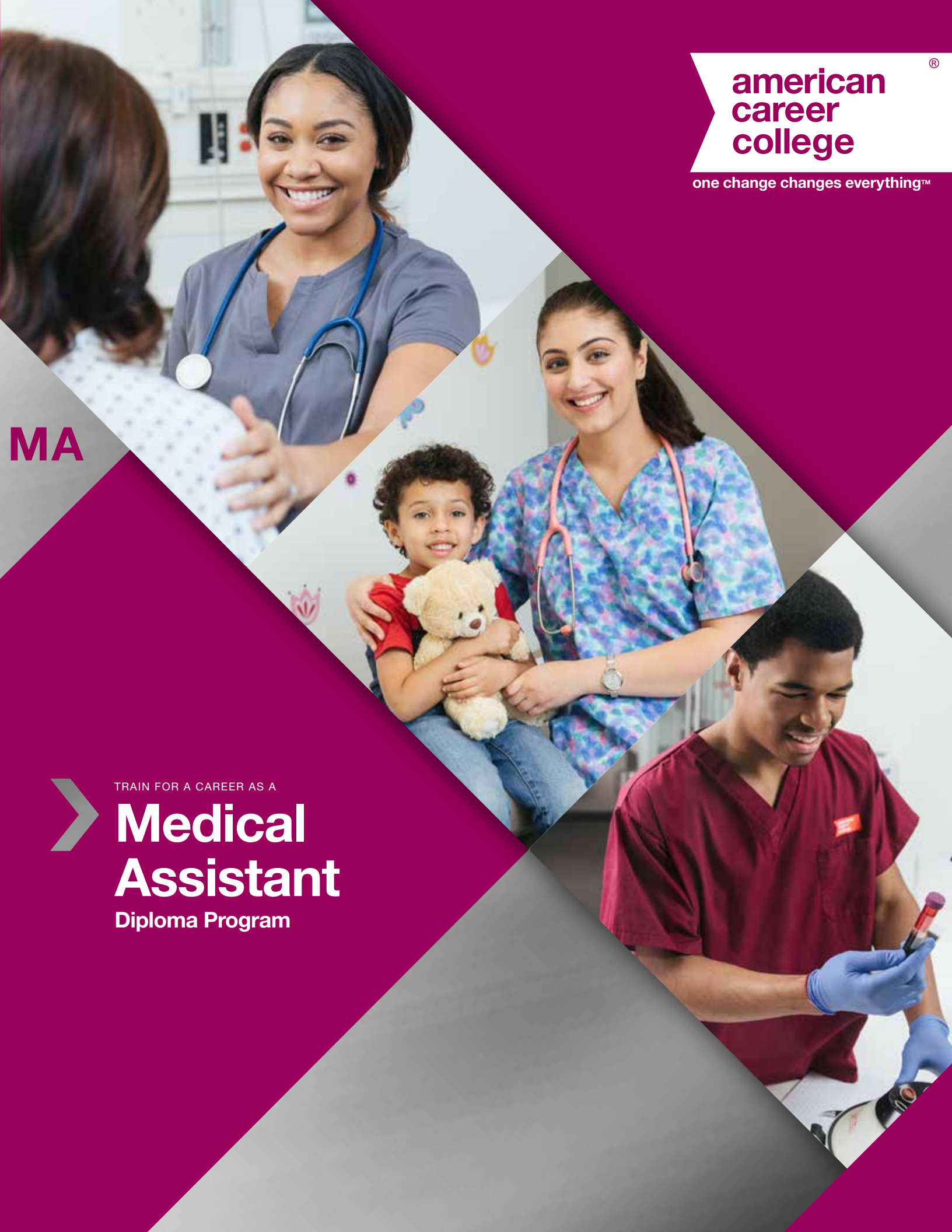
one change changes everything™

MA

TRAIN FOR A CAREER AS A

# Medical Assistant

Diploma Program





## ➤ Program Outline

Medical Assistants are fundamental members of the medical team. They perform administrative and clinical tasks for Physicians, Podiatrists, Chiropractors, and other health practitioners. It is their responsibility to keep the office organized and running smoothly.

What makes the role of the Medical Assistant so unique is that Medical Assistants contribute to many aspects of the medical office. Medical Assistants are among the first people in the office or clinic to interact with the patient. The Medical Assistant may help prepare the patient for their visit by completing the front office intake, and conducting some of the basic healthcare assessments, such as taking medical history and recording vital signs. In some settings, Medical Assistants help prep the instruments the doctor will need, perform basic laboratory tests, and help manage the patient's records and office paperwork.

In the Medical Assistant program, you will study both the hands-on skills you'll need when working with patients, and the administrative tasks for front office work. Medical Assistants can work in hospitals, clinics, physicians' offices, and research facilities.

LOCATION	Los Angeles, Orange County, and Ontario Campuses
DURATION	Approximately 9 months
ENROLLMENT REQUIREMENTS	<p>Each program has entrance requirements, including an entrance exam.</p> <p>Some of the admissions requirements include:</p> <ul style="list-style-type: none"><li>• Must be at least 18 or have a parent or guardian's signature</li><li>• Must have a high school diploma or the equivalent</li><li>• All applicants must take and pass entrance exams before admission</li></ul> <p>Be sure to consult with an Admissions Advisor to get all the information on admission into the Medical Assistant program.</p>
CAREER OPTIONS	<p>Here are some of the industry organizations and medical offices that have hired ACC graduates:</p> <p>Cedars-Sinai Medical Center, Chino Medical Group, Corona Regional Medical Hospital, Good Samaritan Hospital, Harbor UCLA, Irvine Women's Center, Kaiser Permanente, Kindred Hospital of San Gabriel Valley, Lifehouse of Riverside Hospital, Loyola University Medical Hospital, Quest Diagnostics, Riverside County Family Care Clinics, UC Irvine Medical Center, and Vista Medical Group</p>

# Module Descriptions

The training program is divided into seven learning units called modules. Students must complete all seven modules, but can start with any one module and continue their rotation until all modules have been completed. Each module stands alone and is not dependent upon previous training. Upon successful completion of all seven modules, students participate in a 200-hour externship. Completion of the Medical Assistant program is acknowledged by the awarding of a diploma.

Module #	Module Title	Clock Hours	Quarter Credits
MA-100	Medical Assistant Role and Responsibilities*	80	6.0
MA-200	Office Procedures and Clinical Practices*	80	6.0
MA-300	Medical Terminology/Transcription/ Patient Records*	80	6.0
MA-400	Electrocardiogram and Laboratory Procedures*	80	6.0
MA-500	Medical Office Business Procedures*	80	6.0
MA-600	Clinical and Surgical Procedures*	80	6.0
MA-700	Clinical Procedures and Pharmacology*	80	6.0
MA-EXT	Externship	200	6.5
Program Total		760	48.5

\*Courses delivered in a blended format, a combination of online and on ground.

## MA-100 Medical Assistant Role and Responsibilities\*

In this module, students are introduced to the role and responsibilities of the Medical Assistant. Students are introduced to the legal responsibilities of physicians and healthcare team members, as well as physician/patient contracts and types of consents. The importance of asepsis and sterile techniques in today's healthcare environment is covered. Medical emergencies and first aid procedures are introduced and practiced. Students learn how to interact and communicate effectively in a professional environment. Topics in professional development and career preparation are presented.

## MA-200 Office Procedures and Clinical Practices\*

In this module, students learn to identify the basic structural components and functions of the skeletal, muscular, and integumentary systems. Related diseases and terminology are presented, and laboratory procedures commonly performed in physicians' offices are introduced. Common pathological conditions are studied. Students explore concepts in radiology and learn the proper use of a microscope. An emphasis is placed on patient care, including the complete physical exam and positioning and draping for a variety of procedures. Topics in professional development and career preparation are presented.

## MA-300 Medical Terminology/Transcription/Patient Records\*

In this module, students become familiar with the use of the medical dictionary, medical terms, and medical abbreviations. Students develop skills in preparing and processing insurance claims. An emphasis is placed on setting up, maintaining, and organizing patient records. Students become familiar with record management systems and develop skills in filing and indexing. Students learn to obtain information from patient charts and ledgers to complete insurance forms accurately. They also focus on important aspects of written communications. Students develop keyboarding skills on the computer. Physical exam procedures commonly performed in physicians' offices are introduced and practiced, including taking vital signs and charting. Topics in professional development and career preparation are presented.

## MA-400 Electrocardiogram and Laboratory Procedures\*

In this module, the circulatory and respiratory systems, including the structure and function of the heart and lungs, are introduced. Common pathological conditions are studied. Students learn about the electrical pathways of the heart muscle in preparation for connecting EKG leads and recording an electrocardiogram. Students are introduced to laboratory procedures commonly performed in physicians' offices. Students learn specimen identification, collection, handling, and transportation procedures. Instruction in cardiopulmonary resuscitation (CPR) enables students to respond to an emergency. Topics in professional development and career preparation are presented.

## MA-500 Medical Office Business Procedures\*

This module focuses on the medical office and the procedures and technology that enable it to function efficiently. Students become familiar with billing, collecting, and banking procedures. Students accomplish tasks in bookkeeping and reconciliation procedures. Students learn how to schedule appointments and effectively communicate on the telephone using proper etiquette. Topics in professional development and career preparation are presented.

## MA-600 Clinical and Surgical Procedures\*

In this module, students learn to identify the basic structural components and functions of the neurosensory, endocrine, and reproductive systems. Common pathological conditions are studied. Students learn how to prepare patients for examinations conducted in physicians' offices or the outpatient settings. Students are also introduced to assisting minor surgical procedures and the importance of patient education. Aseptic techniques are taught and practiced. Diagnostic laboratory tests routinely performed in physicians' offices or outpatient settings and their results are reviewed. Topics in professional development and career preparation are presented.

## MA-700 Clinical Procedures and Pharmacology\*

In this module, students learn to identify the basic structural components and functions of the digestive and urinary system. The renal system's anatomical structures and common diseases are presented. Students are introduced to laboratory procedures commonly performed in physicians' offices. Students learn specimen identification, collection, handling, and transportation procedures. Physical exam procedures commonly performed in physicians' offices are introduced and practiced, including taking vital signs and charting. An introduction to pharmacology is presented. Basic therapeutic drugs, their uses, classifications, dosage calculations and effects on the body are covered. Topics in professional development and career preparation are presented.

## MA-EXT Externship

The externship module enables students to have the opportunity to demonstrate and reinforce the knowledge and skills presented and practiced throughout the training program. Externs work under the direct supervision of qualified personnel at the externship site and under general supervision of College staff. Supervisory personnel evaluate externs and the evaluations are placed in the students' permanent record. Medical Assistant students must complete their externship training to fulfill graduation requirements.

**Prerequisites:** MA-100, MA-200, MA-300, MA-400, MA-500, MA-600, MA-700

\*Courses delivered in a blended format, a combination of online and on ground.



# Medical Assistant

## Accreditation

ACC is institutionally accredited by the **Accrediting Bureau of Health Education Schools (ABHES)**.

ABHES: 7777 Leesburg Pike, Suite 314N, Falls Church, VA 22043 / Phone (703) 917-9503 / Fax (703) 917-4109 / [www.abhes.org](http://www.abhes.org).

Additionally, the Medical Assistant program at all campuses are programmatically accredited by the **Accrediting Bureau of Health Education Schools (ABHES)**. ABHES: 7777 Leesburg Pike, Suite 314N, Falls Church, VA 22043 / Phone (703) 917-9503 / Fax (703) 917-4109 / [www.abhes.org](http://www.abhes.org).

Campus Locations	Orange County	Ontario	Los Angeles
ACCREDITING BUREAU OF HEALTH EDUCATION SCHOOLS (ABHES)			
Retention Rates			
Based on the calculation required by ACC's accrediting body, ABHES. ABHES defines retention rate as the number of graduates plus students who enrolled as of June 30, 2019 divided by the number of students who were in school from July 1, 2017 to June 30, 2018 and were still enrolled as of July 1, 2018 plus new starts during the reporting period and students who reentered between July 1, 2018 and June 30, 2019.	86%	82%	84%
Placement Rates			
Based on the calculation required by ACC's accrediting body, ABHES. ABHES defines placement rates as the number of graduates who complete the program during the reporting period (July 1, 2018-June 30, 2019) who are graduates who were available for employment and found a job in their field of training.	80%	80%	81%
CALIFORNIA BUREAU FOR PRIVATE POSTSECONDARY EDUCATION (BPPE)			
On-time Completion Rates			
The number of students who completed the program within 100% of the published program length within 2018 divided by the number of students who began the program who were scheduled to complete the program within 100% of the published program length within 2018 and excludes all students who canceled during the cancellation period, minus the number of students who have died, been incarcerated, or been called to active military duty.	49%	49%	43%
Placement Rates			
The number of 2018 graduates gainfully employed in the field divided by the number of graduates available for employment. Graduates employed in the field means graduates who beginning within six months after a student completes the applicable educational program are gainfully employed, whose employment has been reported, and for whom the institution has documented verification of 35 days employment. For occupations for which the state requires passing an examination, the six months' period begins after the announcement of the examination results for the first examination available after a student completes an applicable educational program.	51%	48%	49%
Program Costs			
Includes tuition and fees for the entire program, and assumes normal completion. Tuition and Fees are subject to change.	\$18,875	\$18,875	\$18,875
O*Net Occupation Titles			
	SOC Code	Links to Occupational Profiles on O*Net	
Medical Assistant: Medical Assistant, Certified Medical Assistant (CMA), Doctor's Assistant, Medical Office Assistant, Optometric Assistant, Clinical Assistant, Ophthalmic Technician, Optometric Technician, Outpatient Surgery Assistant	31-9092.00	<a href="http://www.onetonline.org/link/summary/31-9092.00">http://www.onetonline.org/link/summary/31-9092.00</a>	
Medical Secretaries: Medical Secretary, Receptionist, Unit Support Representative, Office Manager, Medical Receptionist, Patient Relations Representative (PRR), Front Office Manager, Health Unit Coordinator, Medical Office Specialist, Patient Coordinator	43-6013.00	<a href="http://www.onetonline.org/link/summary/43-6013.00">http://www.onetonline.org/link/summary/43-6013.00</a>	
To obtain a list of the objective sources of information used to substantiate the salary disclosures; please refer to the California Employment Development Department website at: <a href="http://www.labormarketinfo.edd.ca.gov/occguides/Search.asp">http://www.labormarketinfo.edd.ca.gov/occguides/Search.asp</a> . ACC cannot guarantee employment. Programs lengths vary by schedule and session.			

## Start Your Change Today

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➤ **LOS ANGELES**  
4021 Rosewood Ave.  
Los Angeles, CA 90004  
(323) 668-7555

➤ **ORANGE COUNTY**  
1200 North Magnolia Ave.  
Anaheim, CA 92801  
(714) 763-9066

➤ **ONTARIO**  
3130 East Sedona Ct.  
Ontario, CA 91764  
(909) 218-3253