

american  
career  
college

one change changes everything™

MA

Train For A Career As A

# Medical Assistant

DIPLOMA PROGRAM



We all dream of **success**.  
Our goal is to help you achieve it.



## Meet American Career College

With over 45 years of experience in healthcare training and more than 70,000 graduates, ACC is here to help you make your goals a reality.

Our classes are modeled after real-life scenarios, using the same medical tools and equipment you'll use on the job. That way, you're prepared to jump in on your very first day. We provide education focused on real-world skills and knowledge, giving our students the opportunity to change their lives for the better.

### What is a Medical Assistant?

Medical assistants help healthcare facilities run smoothly by performing a variety of tasks. For example, they greet patients, run routine lab tests, prepare treatment rooms, check office supplies, and obtain and record vital signs such as blood pressures and body temperatures.

Medical assistants work in a variety of settings, from doctor's offices to outpatient care centers.<sup>1</sup> They are often among the first people in the office or clinic to interact with a patient, playing an essential role in ensuring patients are comfortable during their visit.

### Program Overview

ACC's **Medical Assistant program** aims to prepare you with both the hands-on skills you'll need when working with patients and the administrative knowledge to accomplish routine office tasks. **Weekend option available!**

#### Medical Assistant Skillset



Patient Exams  
& Tests



Record Vital  
Signs



Administrative  
Procedures



Draw  
Blood



Communicate  
Effectively

<sup>1</sup> <https://www.labormarketinfo.edd.ca.gov/OccGuides/detail.aspx?Soccode=319092&Geography=0601000000>



# Medical Assistant Program

The Medical Assistant program is divided into seven learning units called modules. The modules are designed to stand alone, so you can tackle them in any order. Once you have completed all seven modules, you'll gain real-life experience through a 220-hour externship.



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## **MA-100** Clock Hours 80 | Quarter Credits 6 **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.

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## **MA-200** Clock Hours 80 | Quarter Credits 6 **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.

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## **MA-300** Clock Hours 80 | Quarter Credits 6 **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.

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## **MA-400** Clock Hours 80 | Quarter Credits 6 **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.

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## **MA-500** Clock Hours 80 | Quarter Credits 6 **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.

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## **MA-600** Clock Hours 80 | Quarter Credits 6 **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.

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## **MA-700** Clock Hours 80 | Quarter Credits 6 **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.

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## **EXT-MA** Clock Hours 220 | Quarter Credits 8.5 **Externship**

The externship course enables students to have the opportunity to demonstrate and reinforce the knowledge and skills presented and practiced throughout the training program. Prior to students going on site, they will complete 20 hours of work site professionalism curriculum. This content builds upon the students ability to work well with others, finalize their resume, improve interviewing skills, and manage their time on their externship site. 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 student's permanent record. Medical Assistant students must complete their externship training to fulfill graduation requirements.

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**PROGRAM TOTAL:** 780 Clock Hours  
50.5 Quarter Credits

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

“ The people in the class who did take it seriously, we now have much better jobs than we would have without the program. My jobs prior to ACC? Minimum wage, no benefits. My jobs after ACC? Well above minimum wage, benefits such as healthcare, paid time off, and 401K retirement funds. ” - ROXANNE B., MA '20

## Start Your **Change** Today



### Accreditation

ACC is institutionally accredited by the Accrediting Bureau of Health Education Schools (ABHES). ABHES: 6116 Executive Blvd., Suite 730, North Bethesda, MD 20852, (301) 291-7550 / [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: 6116 Executive Blvd., Suite 730, North Bethesda, MD 20852, (301) 291-7550 / [www.abhes.org](http://www.abhes.org).

#### Student Outcome Information

##### Accrediting Bureau of Health Education Schools (ABHES)

Los Angeles, Orange County, Ontario: <https://americancareercollege.edu/legal/abhes>

##### California Bureau for Private Postsecondary Education (BPPE)

Los Angeles: <https://americancareercollege.edu/uploads/School-Performance-Fact-Sheets-Los-Angeles-Campus-1.pdf>

Orange County: <https://americancareercollege.edu/uploads/School-Performance-Fact-Sheets-Orange-County-Campus.pdf>

Ontario: <https://americancareercollege.edu/uploads/School-Performance-Fact-Sheets-Ontario-Campus.pdf>

#### Program Costs

<https://americancareercollege.edu/catalog/current/financial-information/program-tuition-and-fees/diploma-programs-tuition>

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: <https://www.labormarketinfo.edd.ca.gov/Occupational-Guides.html>. ACC provides career guidance and assistance but cannot guarantee employment. Programs lengths vary by schedule and session. The opinion is the individual's sole opinion and not necessarily representative of that of the school, any instructor or any other student.

### Location

Los Angeles, Orange County,  
and Ontario campuses

### Duration

Approximately 9 months

### Schedule

2 days a week on-campus,  
the rest online

### Enrollment Requirements

Some of the admissions requirements include:

- » Must be at least 18 or have a parent's or guardian's signature
- » Must have a high school diploma or the equivalent
- » Must take and pass entrance exams

Be sure to speak with an admissions advisor to get all the necessary information to apply for the Medical Assistant program.

### Instructional Equipment

Here are some of the exciting tools you will get hands-on experience with: anatomical charts/models, audiometer, autoclave, centrifuge, electrocardiograph machines, examination tables, glucometer, Mayo Stands, microscopes, nebulizer, otoscope/ophthalmoscope, personal computers, scales, skeletons, sphygmomanometers, stethoscopes, surgical instruments, thermometers, training mannequins, wheelchair/crutches/walker

### Curious to Learn More? Let's Connect

Discover how ACC's program helps set you on the path towards a rewarding career, [connect with an advisor](#) to learn more about the Medical Assistant program and explore financial aid options.

**americancareercollege.edu**  
**1-888-thinkACC (844-6522)**

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