



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.

<p><u>Length of Program</u></p> <p>Months: 9</p> <p>Weeks: 36</p> <p>Hours: 720</p> <p>CIP Code: 51.0801</p>	<p><u>Class Schedule</u></p> <p>Theory: Monday through Thursday 8:00 AM to 12:30 PM</p> <p><u>OR</u> 6:00 PM to 10:30 PM</p> <p>Clinical: Hours vary depending on externship site and student availability.</p>
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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).

Career Care Institute

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Branch Campus • 2151 Alessandro Drive, Suite 150 • Ventura, California 93001 • phone: (805) 477-0660 • fax: (805) 477-0659
Branch Campus • 22500 Town Circle, Suite 2205 • Moreno Valley, California 92553 • phone: (951) 214-6446 • fax: (951) 214-6440



Gainful Employment Disclosure Information

Career Care Institute
Medical Assistant Program
 Program Level - Undergraduate certificate
 Program Length - 36 weeks

COST

Q. How much will this program cost me?*

A. Tuition and fees: \$11,597
 Books and supplies: \$903
 On-campus room & board: *not offered*

What other costs are there for this program?
 For further program cost information [click here](#).

* The amounts shown above include costs for the entire program, assuming normal time to completion. Note that this information is subject to change.

FINANCING

Q. What financing options are available to help me pay for this program?

A. Financing for this program may be available through grants, scholarships, loans (federal and private) and institutional financing plans. The median amount of debt for program graduates is shown below:

Federal loans: \$7,600
 Private education loans: \$0
 Institutional financing plan: \$0

SUCCESS

Q. How long will it take me to complete this program?

A. The program is designed to take 36 weeks to complete. Of those that completed the program in 2014-2015, 100% finished in 36 weeks.

Q. What are my chances of getting a job when I graduate?

A. Both the institution's state and accreditor require the calculation of a job placement rate for this program.

Accreditor Rate: The job placement rate for students who completed this program is 96%.
 For further information about this job placement rate, [click here](#).

State Rate: The job placement rate for students who completed this program is 96%.
 For further information about this job placement rate, [click here](#).

Click here for more information on jobs related to this program.

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



Tuition and Costs

Medical Assistant Program	
Registration*	\$80.00
Books:	
MA Textbook	\$172.25
MA Workbook	\$158.00
Medical Terminology	\$169.75
	\$500.00
Supplies: stethoscope +training supplies	\$400.00
Uniform: 1 set + lab coat	\$85.00
Exam Fee: NCCT/MMCI	\$0.00
STRF	\$0.00
Tuition	\$11,635.00
TOTAL	\$12,700.00
Required Item Not Included in Tuition	
Testing Fee*	\$20.00

Registration Fee and Testing Fees are Non-Refundable

2017: YOUR YEAR OF PERSONAL EXCELLENCE

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