



# 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.

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|--|--|
| <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<br/>8:00 AM to 12:30 PM<br/><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).*

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### 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 • 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  
Undergraduate certificate in Medical Assisting  
Program Length: 36 weeks

[Print](#)**Students graduating on time**

**N/A\*** of Title IV students complete the program within 36 weeks ⓘ

\*Fewer than 10 students enrolled in this program. This number has been withheld to preserve the confidentiality of the students.

**Program Costs\***

**\$11,715** for tuition and fees

**\$985** for books and supplies

**\$12,492** for off-campus room and board

Other Costs

[Visit website for more program cost information](#)

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

**Students Borrowing Money**

**71%** of students who attend this program borrow money to pay for it ⓘ

**The typical graduate leaves with**

**N/A\*** in debt ⓘ

\*Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.

**The typical monthly loan payment**

**N/A\*** per month in student loans with **N/A\*** interest rate. ⓘ

\*Fewer than 10 students completed this program within normal time. This number has been withheld to preserve the confidentiality of the students.

**The typical graduate earns**

**\$14,780** per year after leaving this program ⓘ

**Graduates who got jobs**

**0%** of program graduates got jobs according to the [state job placement rate](#)

**0%** of program graduates got jobs according to the [accreditor job placement rate](#)

**Program graduates are employed in the following fields:**

[Medical Assistants](#)

**Licensure Requirements ⓘ**

There are no licensure requirements for this profession in:

**California**

Additional Information

Date Created 6/28/2017

These disclosures are required by the U.S. Department of Education

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 ten to eleven 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.

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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        |
| <b>TOTAL</b>                             | <b>\$12,700.00</b> |
| 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*