



Become a Medical Assistant



MA

*Fast Track
Your Career!*

ACCELERATED PROGRAM OVERVIEW:

- **10-week** classroom lecture with hands-on lab preparation course
- **320-hour program**
 - 160 hrs. lecture and lab + 160 hrs. clinical externship
- Hybrid - In-person & online instruction
- Weekday and Evening Schedule available
- Payment plans available
- Learn how to assist physicians and other medical providers with clinical and administrative responsibilities in a medical setting. Gain real-world experiences in keeping a healthcare facility running smoothly.

DCI provides the skills and knowledge you need to work in a variety of healthcare settings – through classroom and real-world training.

3 convenient campuses:

Chula Vista
Escondido
San Diego

RESERVE YOUR SPOT:

www.DalradaCareerInstitute.com

Tel: 858-278-9800

Email: Admissions@ihginfo.net



MA:

*Start Your Career
as a Medical Assistant*



Enrollment Requirement:

- U.S. High School Diploma or GED
- Valid U.S. Government ID and Social Security Card
- Take and Pass Wonderlic Assessment
- Q & A Session with Administrator
- Medical Clearance
 - Physical Exam, TB Clearance, Hepatitis B Immunity, BLS Provider, Flu Shot (seasonal), COVID Vaccination
- Laptop

Course Outline:

- Functions of Medical Assistant & Patient Care
- Use of Electronic Health Records & documentation
- Front Office duties
 - Scheduling, Telephone technique, Intro to Billing & Coding
- Medical terminology
- Anatomy and Physiology
- Medical Ethics and Law
- Effective Verbal & Non-verbal Communication
- Pharmacology
- Infection Control/Sterile Technique
- Medication Administration
- Dosage Calculation
- Performing Injections (immunizations)
- Diagnostic Testing & Specimen Collection
- Performing 12-Lead EKGs
- Patient Vitals
- Pediatric Routine Visits



Course Description

AMA 101 Administrative Medical Assistant 60 Clock Hours Lecture: 35 Lab: 25

This course introduces the student to the profession of Medical Administrative Assisting. Emphasis is placed on the roles and responsibilities of an AMA. The students will learn the following topics; Medical careers, Medical Laws/ethics. Intro to computers, the medical front office, terminology, documentation, Electronic Health Records, managing medical records, health insurance, billing /coding, practice management, patient education, and career preparation.

CMA 101 Clinical Medical Assistant 100 Clock Hours Lecture: 63 Lab: 37

This course provides the student with the skills necessary to work as a Clinical Medical Assistant. The topics covered are the following; body systems, patient history/physical, vital signs, assisting with procedures, collecting specimens, electrocardiograms, intro to pharmacology, medication administration, emergencies (CPR, BLS), venipuncture/injection.

AMA102 Externship 40 Clock Hours

This course is designed to provide the student with on-the-job experience under the guidance of the faculty at Dalrada Career Institute. There will be supervision on the externship site by a facility supervisor. This experience gives the student an opportunity to apply the knowledge in the classroom. Students will perform the duties of the Administrative Medical Assistant. Each student will gain a better understanding of the skills needed to be successful in this field.

CMA102 Externship 120 Clock Hours

This course is designed to provide the student with on-the-job experience under the guidance of the faculty at Dalrada Career Institute. There will be supervision on the externship site by a facility supervisor. This experience gives the student an opportunity to apply the knowledge in the classroom. Students will perform the duties of the Administrative Medical Assistant. Each student will gain a better understanding of the skills needed to be successful in this field.

Course #	Course Title	Hours	Practical	Lecture	Lab
AMA 101	Administrative Medical Assistant- Front Office Theory and Lab	60	0	35	25
CMA 101	Clinical Medical Assistant- Back Office Theory and Lab	100	0	63	37
AMA 102	Administrative Medical Assistant- Front Office Clinical Externship	40	40	0	
CMA 102	Clinical Medical Assistant- Back Office Clinical Externship	120	120	0	
	Total	320	160	98	62

Certification:

There are no licensing or certification requirements to work as a Medical Office Assistant however, there are state and national agencies that will offer "Certification of the Student's Competency" if the student voluntarily chooses to sit for a certification examination. International Health Group DBA Dalrada Career Institute has approval from NCCT.

NCCT Medical Assistant

NCCT Eligibility for Medical Assistant

According to the Medical Board of California:

Medical assistants are not required to be licensed or certified by the State of California. However, the medical assistant's employer and/or supervising physician's or podiatrist's malpractice insurance carrier may require that the medical assistant be certified by a national or private association.

Medical Board of California _FAQ for MAs



MyCAA (MA) CIP number: 51.0801

Admission Process:

- Please click on this link to see if you are eligible: [**MyCAA Eligibility**](#)
- Schedule an appointment with a MyCAA Representative
- Submit all necessary documents and complete all requirements for MyCAA
- Once approved by MyCAA, please contact Dalrada Career Institute.
 - a. Schedule a Q and A session with the admissions counselor.
 - b. A Wonderlic assessment is needed, especially if you do not have a high school diploma or GED and English as a Second Language student. One of our counselors will contact you to register for the testing.
 - c. You can register online, call our office at 858-278-9800, or stop by. We will notify you with orientation day information.
 - d. Submit physical exam, TB, Immunization, COVID vaccination, and flu shot (October to March class only) on orientation day or by the 2nd week of the class.
 - e. An orientation email will be sent out to you for detailed information.
 - f. Show up for 2 HRS mandatory orientations and start your class!