DCI DALRADA CAREER INSTITUTE

# 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.***

***2 convenient campuses:***

**Chula Vista**
**San Diego**

**RESERVE YOUR SPOT:**

***www.DalradaCareerInstitute.com***

***Tel: 858-278-9800***

*Email: Admissions@ihginfo.net*

**INTERNATIONAL HEALTH GROUP**

*** Information contained in this flyer may change. Please check with a DCI representative for updates.*

DALRADA CAREER INSTITUTE

# 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 - Bring your resume along with 1-2 professional reference. Medical
- Clearance
  - Physical Exam, TB Clearance, Hepatitis B Immunity, BLS Provider, Flu Shot (seasonal), COVID Vaccination
- Laptop

**SCHEDULE AN APPOINTMENT**

**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 HoursLecture: 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.

**AMA101 C 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.

**CMA101 C 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 101 C | Administrative Medical Assistant- Front Office Clinical Externship | 40 | 40 | 0 | |
| CMA 101 C | 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 Califonia:**
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**

# Additional Financial Information

**Tuition: Please refer to our catalog and inquire with one of our representative.**

**Scholarship/ Funding may be available for anyone receiving unemployment or low income:**

please schedule an appointment with one our counselor, bring a copy of your resume along with
1-2 professional reference.

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my Career Advancement Account
*Apply. Advance. Achieve.*

MILITRAY SPOUSE EDUCATION SCHOLARSHIP

**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
- **Email admissions@ihginfo.net for your education and training plan. You will need to submit your Education and Training Plan to MYCAA for an approval for your education.**