



Medical Assistant Course

Start Date: Please contact our front desk staff. (650- 330-6429)
Location: 1200 O'Brien Drive, Menlo Park, CA 94025
Length of Training: 3 modules, 20 weeks (640 hours)

Module 1	120 Hrs – 4 weeks	Introduction to MA Profession, Medical Laws & Ethics, Introduction to Anatomy and Physiology
Module 2	150 Hrs – 5 weeks	Administrative Assisting, Customer Service, Insurance Billing and Coding
Module 3	210 Hrs – 7 weeks	Clinical Skills & Assisting in Specialty Exams
*Required Externship	160 Hrs- 4 weeks	Clinical Externship at a designated Medical Facility (Placement at externship is contingent upon classroom and instructional requirements. See below.)

***Required Externship:** Participation in externship will be based upon successfully completing the first three modules of class and on instructor’s recommendation. **Successful completion of externship will be required to obtain a Certification of Completion** for the Medical Assistant Program.

Class Days/Time: Monday through Friday, 8:30 a.m. to 3:15 p.m.

Entry and Class Requirements: Attend JobTrain Orientation, complete WONDERLIC assessment with scores of the 9th grade level or better in reading comprehension and **must be a High School graduate or equivalent**. Needs to have basic math skills and show evidence of good health and verbal skills. **Must not have any adult criminal convictions of any court** (other than minor traffic convictions) or can present proof of dismissal for conviction. **Updated immunizations including 2 Step TB skin test, series of Hepatitis B or Titer and complete Physical Examination to participate in Clinical Externship.** Students must maintain a **90% attendance level and a GPA of 75% and above**. Students must pass a final clinical skills check-off (evaluation) from the Medical Assistant Instructor prior to externship.

Instructional Outcomes: Participants will develop, identify, and analyze instructional skills that will lead to job opportunities in the medical field. Through various lectures and hands on experience, students will be able to implement a variety of medical assistant skills such as:

<ul style="list-style-type: none"> • Medical Terminology • Correspondence, Mail Processing & Distribution • General Administrative Duties & Customer Service • Medical Billing & Coding • Vital Signs with Height & Weight • Following HIPAA & OSHA guidelines • CPR Certification and EKG Procedures • First Aid & Bandaging Techniques <p>**Life Skills & Job Readiness Training</p>	<ul style="list-style-type: none"> • Injections and Blood Drawing Techniques • Autoclave & Sterilization Process • Assisting in Complete Physical Exam & Specialties • Instrument Identification & Setting-Up for Surgical Procedures • Patient Teaching through Pre-Operative & Post-Operative Instructions
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JobTrain Certifications Offered: Certification of Completion for Medical Assistant Program

National Certification Track: Profession Industry Certification: NCCT-National Certification Of Competency Testing
(Optional: Certification is not required for Employment in California)

Career Opportunities: Medical/Dental Offices, Optometrist offices, Wellness Centers, Surgical Center and other Medical Specialty and Outpatient facilities.

Mission Statement: JobTrain is committed to helping those who are most in need to succeed. Our purpose is to improve the lives of people in our community through assessment, attitude and job skills training, and high potential career placement.



ADMISSION POLICY

JobTrain vocational training programs are open to students regardless of whether they have graduated from high school, and regardless of their eligibility for funding.

- JobTrain counselors enroll students in classes based on their judgment of the students' ability to benefit from training, considering a broad range of factors including students' academic skills, employability, availability, completion of prerequisite activities or classes, attitudes, and previous training and employment history.
- In case enrollments are limited by class size, priority may be given to students based on availability of funding, education, aptitude, and other factors. Since some funding sources impose particular requirements regarding residence, barriers to employment, Selective Service registration, income, gender, etc., those may be factors considered in prioritization of enrollments.