



# Medical Assistant Administrative/Clinical

**REGISTRATION OPENS NOVEMBER 4, 2024**

\*ENROLLMENT IS LIMITED IN THE ORDER IN WHICH THEY ARRIVE\*

**Class Dates: January 14, 2025 - May 23, 2025**

**Monday - Thursday**

**8:00am - 3:00pm**

**Friday**

**8:00am - 12:00pm**

**Mandatory Orientation: December 10, 2024 (2:00pm - 3:00pm)**

Dates and Time are subject to change



## What is a Medical Assistant?

A medical assistant is an allied health professional that supports the work of physicians and other health care professionals, usually in a clinic setting.

Medical assistants perform routine clinical and administrative duties under the direct supervision of a physician or other health care professional.

### Requirements

- Pre-Register Online: [vas.vusd.org](http://vas.vusd.org)
- Must be 18 years old
- CTE Placement Score 247 or Higher
- CASAS Pre and Post Assessment
- Official High School Transcript, Diploma or Equivalent
- Foreign transcripts accepted
- State photo ID/current: driver license, ID card, US Passport
- Prerequisites must be completed to enroll in the program
- Mandatory first day of class attendance or will be dropped



Scan QR Code to register now

### Topics covered in class may include:

#### **Administrative (Front Office Training)**

Health care settings; history of medicine; therapeutic communication; coping skills; legal & ethical considerations; Medical Office Simulation Software; medical abbreviations; telecommunications; patient scheduling; medical records; written communication; medical insurance; medical abbreviations.

#### **Clinical (Back Office Training)**

Basic anatomy/physiology; vital signs; universal precautions/infection control; HIV/AIDS information; introduction to phlebotomy; electrocardiograms; Healthcare Provider BLS CPR; First Aid; medication administration and dosing; injections; medical documentation; examinations; office surgeries.

#### **Medical Terminology 350**

The language used to precisely describe the human body including its components, process, condition affecting it and procedures upon it. This class will also be available in dual languages English/Spanish.

#### **Extern & Certification**

Successful attendance and completion of the program may qualify student for extern placement and ability to sit for the California Certified Medical Assistant examination to become a Certified Medical Assistant.

### Online Certification Information

Payable to CCBMA-  
California Certifying Board of Medical Assisting- CCBMA.org  
Approximate Cost: \$250

### Approximate Costs

Registration Fee: \$675  
Textbook & Materials: \$460  
Uniform and Supplies: \$275 - \$330  
Drug Screen -Payable to Palm Occupational - 235 E. Noble Ave., Visalia, CA 93277: \$50  
Approximate Total: \$1,760 including registration, books, materials, uniform and supplies, optional Certification exam

Credit/ Debit Only

No refunds after first day of class

### Required Books/Materials

Payable to Visalia Adult School  
\$225-Administrative MA(Bundle/Workbook)  
\$55-Medical Terminology Book  
\$155-Clinical MA (Bundle/Workbook)  
\$15-Binder with supplies  
\$5-Clinical Badge

### Uniforms and Supplies

Payable to Nurses Boutique\*  
Up To \$330  
• Scrubs - 2 sets (Color: Caribbean Blue)  
• Stethoscope  
• BP Cuff  
• White/Black leather shoes  
• Watch with second hand  
\*Other uniform vendors may be used



Upon successful completion of the course, student will receive Certificate of Completion



VISALIA ADULT SCHOOL

### Industry Job Outlook

\*Career opportunities in this field are expected to grow up to 17% through 2030 in the Tulare County region.

\*According to the State of California Employment Development Department