



# Medical Clinical Administrative Professional

*Federal Financial Aid available for those who qualify for Pell Grant.*

LOCATION	TIME	DAYS	TERM	CLOCKHOURS	FEE*
School of Career Education Main Campus, 2100 E. Alessandro Blvd., Riverside, CA 92508	8:00 a.m. – 4:00 p.m.	T-F	24 weeks	720	\$6,770
Don F. Kenny Regional Learning Center, Branch Campus, 47-336 Oasis Street, Indio, CA 92201	8:00 a.m. – 4:00 p.m.	T-F	24 weeks	720	\$6,770

*\*Program fee DOES NOT include enrollment prerequisites, immunizations, health clearances, program require or required materials. \*Schedules and fees are subject to change without notice. Taking this course does not guarantee a job.*

This course prepares students to assist the doctor in an office, clinic, or health care center using clinical and administrative skills.

## Instruction includes:

- Medical ethics, confidentiality, and terminology.
- Methodologies on how to administer injections, draw blood (venipuncture), take vital signs, and operate a 12-lead EKG machine.
- Assisting with clinical and diagnostic procedures in an exam room.
- Record keeping techniques, customer service, telephone etiquette, billing basics and maintaining financial records.

## Admission Requirements

- High school or equivalent transcript.
- Successful completion of required assessment test.
- Current government-issued photo ID.
- Social Security Card or Right to Work Documentation.

## Program Requirements

- Maintain a minimum 76% grade average and a 93% attendance rate.
- Basic keyboarding and computer skills to facilitate learning of software.
- Internship included in program.
- Fingerprinting and background check may be required.

## Included in the Cost of Program Fees

- Textbooks.
- Two uniform sets and one lab coat.
- American Heart Association Basic Life Support (BLS) CPR training and card.
- NCCT Medical Assistant-NCMA exam.

## Where would I work?

- Physician’s office.
- Medical and surgical hospital.
- Outpatient care center.
- Health practitioner office.
- County public health office.

## What wages can I expect?

MEDIAN 2018 WAGES*		
	Hourly	Annually
California	\$17.14	\$35,642
Inland Empire	\$14.72	\$30,612

\*Data based upon Occupation Employment Statistics (OES) Survey Results for Medical Assistants in California: [www.labormarketinfo.edd.ca.gov](http://www.labormarketinfo.edd.ca.gov)

Completion, Placement, and Licensure available on website at [www.riversidesce.org](http://www.riversidesce.org)

For additional information, please contact our office at (951) 826-4723 or (760) 863-3333, or visit our website at [www.riversidesce.org](http://www.riversidesce.org).