



LOS ANGELES

CAREER COLLEGE

Medical Assistant Program Student Handbook

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Section 1: Admission Requirements & Procedures

Prospective applicants must be personally interviewed by a school representative, tour the campus, and receive a catalog describing the course offerings and school policies. Once it has been determined that the prospective student is interested in the medical assistant program, they will receive more information regarding payment options.

As a prospective student you are encouraged to review the school catalog prior to signing an enrollment agreement. You are also encouraged to review the school performance fact sheet, which must be provided to you prior to signing the enrollment agreement.

Admission Procedure

1. Speak with an admissions advisor about the program that interests you.
2. Receive and review the school catalog
3. Receive and review the school performance fact sheet
4. Receive a tour of the campus
5. Review, complete, and sign an enrollment agreement

Admissions Requirements

1. Must possess a high school diploma or GED certificate.
2. Proof of good health: A report which includes a medical history, physical examination signed by a healthcare provider performing the physical examination shall be provided to the institution indicating that the student does not have any health conditions that would create a hazard to him/her and patients or visitors. Due before clinical training begins.
3. Must be a current resident of California. Proof of residency is required in the state of California.
4. Must be free from conviction by any court (other than minor traffic convictions) or have criminal record clearance from the California Department of Justice.
5. Must be able to exert 20-50 lbs. of force occasionally, 10-25 lbs. of force frequently, and/or up to 10 lbs. of force constantly to move objects.
6. Must attend the Los Angeles Career College student orientation in-person.

Section 2: Academic Policies

English Instruction

- Los Angeles Career College does not offer English as a second language instruction. All instruction occurs in English. Los Angeles Career College may conduct an initial interview assessment with the student to measure their English level.

Method of Evaluation

Method of Evaluation	
Attendance	10%
Class Participation	15%
Homework	20%
Quizzes	25%
Final Exam	30%
Total	100%

Grading Scale

Grading Scale			
Letter Grade	Numeric Grade	Description Legend	Quality Points
A	90% - 100%	Excellent	4
B	80% - 89%	Good	3
C	70% - 79%	Satisfactory	2
D	65% - 74%	Unsatisfactory	1
F	0% - 64%	Failure	0
P		Pass (Clinical)	
NP		Not Passed (Clinical)	
S		Satisfactory (Clinical)	
U		Unsatisfactory (Clinical)	
W		Withdrawn	
R		Repeat	
TC		Transfer Credit (not calculated in GPA)	

Calculation of a student's GPA is weighted based upon the number quality points earned. Quality points earned are determined by the number of hours assigned to a particular course multiplied by the quality points awarded for the letter grade earned in this course. The total calculated quality points are then divided by the total number of hours completed to determine the GPA.

For example, a course is defined as being 24 clock hours and the final grade received is a "C". As defined in the above Grade Chart, the "C" grade is worth 2.00 quality points. For a 24-hour course, the total number of quality points awarded would be 24 times 2.00 or 48 total quality points. The total calculated quality points are then divided by the number of clock hours completed to determine the GPA.

All didactic and laboratory courses with a grade of “A”, “B”, “C”, “D”, and “F” enter the GPA calculation. All courses with a grade of “A”, “B”, “C”, “D”, and “F” are also included in the rate of progress/passed measurement calculation as hours attempted and as hours earned.

A grade of “P” is given for courses designated as pass/fail. A grade of “P” does not enter the GPA calculation. A grade of “P” is included in the Rate of Progress/Passed Measurement calculation as both hours attempted and as hours earned.

A grade of “NP” is given for courses designated as pass/not passed does not enter the GPA calculation. A clinical course with a grade of “NP” is included in the Rate of Progress/Passed Measurement calculation as hours attempted, but not as hours earned.

A grade of “W” is listed on the transcript for any course a student officially withdraws from before the end of the scheduled course. Grades of “W” do not enter the GPA calculation. A grade of “W” is included in the Rate of Progress/Passed Measurement calculation at hours attempted, but not as hours earned.

A grade of “R” is given solely if a student repeats a course. The grade received in the most recent completion of the course will be the grade used in the calculation of the GPA. Upon receiving a punitive grade for the repeated course, the original course grade will be changed to an “R.” A grade of “R” is not entered into the GPA calculation. A grade of “R” is used to calculate the Rate of Progress/Passed Measurement as both hours attempted and hours earned.

The clinical experience is graded in the following manner:

Final Grade:

P - Pass

NP – Not passed

Competency rating:

S - Satisfactory

U- Unsatisfactory-consistently needs supervision to perform objectives competently or perform objective incompetently. More than two unsatisfactory clinical evaluations in a term may result in an unsatisfactory for the course associated with the clinical and may result in failure of the course.

Section 3: Attendance Policies

Attendance/Tardiness, Make-Up Standards

Students are expected to attend all classes, be on time for classes, remain in class for the entire duration of the class, and be an active participant in their class. Students who arrive for class after the scheduled start time will receive a tardy on their attendance record. Students who leave class before the scheduled dismissal time will be marked as having left early on their attendance record.

Definition of Absent:

- Students that arrive more than 15 minutes after class begins
- Students that leave more than 15 minutes before class ends
- Students that return from break more than 15 minutes after class begins
- Three tardies is equivalent to one absence

Definition of Tardy:

- Students that arrive 1 to 15 minutes after class begins
- Students that leave class 1 to 15 minutes before class ends
- Students that return from break 1 to 15 minutes after class begins

Students who accumulate a total of three or more late arrivals and/or early departures will be placed on probation for the remainder of the course/module and be required to see the program director for the counseling.

It is the student's responsibility to make up the absence time, as well as complete any assignments, exams, or their work missed. Make-up hours must be prearranged with the instructor and must be completed outside of normally scheduled class hours. Only time spent on instructor-approved activities at the school will count as make-up hours.

- Prior to make up time, obtain a make-up slip from the front office, or from the instructor.
- Attend the makeup class or clinical with the assigned Instructor.
- Have the instructor with whom you assigned to sign your make-up slip when you complete the hours.
- Upon returning to your regular class, give the make-up slip to your instructor.
- Nurse Assistant training and Phlebotomy technician program students must confer with their instructor and/or their program director for other acceptable methods of making up time.

Any student who does not attend at least 100% of the scheduled class time will be placed on academic probation for the next course/module. The chief academic officer will determine the

status of the academic progress of the student. Otherwise, one of the following actions may be taken:

- The chief academic officer may determine that the student is maintaining academic progress and may continue class on academic probation status until the end of the next course/module,
- The chief academic officer may determine that the student is not maintaining academic progress and the student will be withdrawn from the course/module; or
- The chief academic officer may determine that the student is not maintaining academic progress in general, and the student will be withdrawn
- The chief academic officer may determine regarding student dismissal for the following reasons: Consecutive absences, failure to maintain 100% cumulative attendance, excessive tardiness or early departures and failure to meet the terms of attendance probation.

Academic Probation

Students may be placed on academic probation during any course (didactic, lab and/or clinical evaluations) if a grade of less than a “C” is achieved.

If a student is placed on academic probation, he/she must meet with the instructor and school director to prepare a probationary plan of action explicitly stating expectations that must be met during the probationary period. The probationary plan identifies the areas of concern and the goals for improvement. The probation plan of action is designed on an individual basis and is not calculated into the overall course grade, nor is it considered “extra credit”. The consequence of failing to meet the level of expectations and failing to ultimately receive a passing grade for the course will result in the offer of a remedial plan of action.

A plan for improvement will be initiated with specific due dates. Academic probationary status is lifted once the student has met the expectations as defined within the probationary plan of action and has completed the course in satisfactory academic standing. A student receives a final passing grade for the course after being placed on probation. This final grade will be reflected in the student’s transcript.

Disciplinary Probation

During study students must always adhere to Los Angeles Career College’s Standards of Conduct. Disciplinary probation status is given consequently when a student disregards the boundaries of acceptable behavior outlined in this catalog. Students who violate any of the stated school or program policies may be placed on disciplinary probation. A written disciplinary probation is an official notice for a specified period during which a student must demonstrate conduct that conforms to Los Angeles Career College’s Standards of Conduct. Assigned discipline may include a combination of sanctions for a particular incident. Misconduct during the probationary period or violation of any conditions of the probation will result in further disciplinary action, normally

in the form of termination. Disciplinary probation status does not prohibit a student from being placed on academic probation.

Leave of Absence

Students may request a leave of absence (LOA) for medical reasons, financial difficulties, military duty, personal difficulties, and jury duty. Students may also request administrative leave when a course that is needed is not available. A LOA shall be reasonable in duration, usually not to exceed 60 calendar days. One LOA may be granted during a 12-month period.

Students must adhere to the following procedures when requesting a LOA.

- Students in need of a LOA must contact the department directors. LOA requests must be supported by the appropriate documentation.
- Students cannot be granted a LOA to avoid being dismissed because of lack of satisfactory academic progress or failure to fulfill the requirements of attendance.
- The chief academic officer will approve or deny LOA requests.
- If the student is not in attendance on their scheduled return date, the student will be withdrawn.

Termination

The institute reserves the right to suspend or dismiss any student who:

- Uses or is under the influence of alcoholic beverages or illegal drugs on or adjacent to institute property or at clinical externship sites
- Manifests violent behavior
- Fails to maintain satisfactory academic progress
- Fails to meet satisfactory clinical standards
- Fails to meet school's attendance policy or standards
- Fails to meet financial obligations to the institute
- Fails to comply with federal software piracy statutes forbidding the copying of licensed computer programs

Section 4: Grounds for Dismissal

Students in classroom or in clinical setting are expected to perform in a manner that ensures safety. If a student demonstrates unsafe behavior related to the course, or behavior that is unacceptable as defined by the school, the student will be dropped.

Examples of unsafe behavior/practice:

- Not reporting an error to the clinical site supervisor. Failure to perform clinical skills appropriate to their level of training
- A student behavior that presents a threat to safety and well-being. Attempting to administer patient care beyond their level of training.
- Untruthfulness, either in word or writing, concerning patient care.

Dismissal for Drug Use:

- Giving medications to patient
- Failure to inform instructor/director of prescriptions medications used that can alter students' behavior
- Unauthorized drug use

General Grounds:

- Failure to meet course requirements as previously stated
- Cheating or allowing another student to copy an exam answer during a test
- Exhibiting anger in rage or curse words or gestures, or disrespectful behavior
- Violation of any of the rules and regulations or violating the California Codes.

Section 5: Schedule of Charges

Program of Study	Cost Breakdown							
	Registration Fee	STRF Fee	LMS Fee	Cost of equipment, books, and materials	Tuition Fee	Total Charges to LACC	Required Additional Fees for Educational Program*	Estimated Total Charges for the Entire Educational Program
	<i>Non-refundable</i>	<i>Non-Refundable</i>	<i>Non-Refundable</i>	<i>Refundable</i>	<i>Refundable</i>			
Medical Assistant Program	\$75.00	\$27.50	\$112.00	\$1,000.00	\$9,785.50	\$11,000.00	\$330.00	\$11,330.00
Registration Fee	This a one-time charge for processing the paperwork required for admission into a program and according to California statute shall not exceed \$100. Once paid this fee is non-refundable.							
STRF Fee	STRF stands for Student Tuition Recovery Fund and STRF Fee is an assessment of amount that would be charged to the student per \$1000 of the tuition fee. The fund was created by California statute to relieve or mitigate economic losses suffered by students. Since April 1, 2022, the STRF assessment rate has been two dollars and fifty cents (\$2.50) per one thousand dollars (\$1,000) rounded to the nearest thousand dollars. For institutional charges of one thousand dollars (\$1,000) or less, the assessment is zero dollars (\$0). It is a non-refundable fee. Please refer to the required statement below for further clarification.							
LMS Fee	This is a one-time charge for access to the learning management system the school utilizes for all assignments, quizzes, and exams. Should the student cancel the program, this fee is non-refundable.							
Cost of equipment, books, and materials	This is the cost of your textbook(s), materials, and equipment you may require for completion of the program. These will be itemized on your enrollment agreement.							
Required Additional Fees for Educational Program*	This cost consists of exam fees, live scans, BLS certification, uniform fees and licensing fees that are not paid to Los Angeles Career College but are required to complete the program. The total estimated cost for your program will be listed on your Enrollment Agreement. These costs are subject to change at any time.							
Tuition Fee	This is the cost of tuition for your program.							
Total Charges to LACC	This is the total charges that Los Angeles Career College charges for the entire program. This is the total charges for the period of attendance beginning from your start date to your graduation date.							
Estimated Total Charges for the Entire Educational Program	This is the Total Charges, and the Required Additional Fees combined to result in the Estimated Total Charges that the student could pay upon completion of the program. These costs are subject to change at any time.							

Section 6: Refund Policy

Prior to the start of classes

If the applicant is not accepted by the college, all monies paid, including tuition and registration fee will be refunded. If the applicant is accepted by the College and does not start classes, all monies paid, including tuition and registration fee will be refunded.

STUDENTS RIGHT TO CANCEL

During the Cancellation Period (First-Class Session, or the Seventh Calendar Day After You Start Your First Class, whichever is later)

You have the right to cancel your program of instruction without any penalty or obligations.

If the applicant is accepted by the College, starts classes, and cancels their enrollment within the allowable cancellation period (the student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the **first-class session, or the seventh day after enrollment, whichever is later**) all monies paid will be refunded, except for the registration fee and LMS Fee (which are non-refundable after attendance at the first-class session).

If a student cancels their Enrollment Agreement by notifying the school within three days of enrollment, a full refund of all tuition and fees paid will be made.

Or

If a student cancels their Enrollment Agreement through attendance at the first-class session or the seventh calendar day after signing the agreement, whichever is later, LACC will refund the student any money they paid, except for the registration fee and LMS fee, not to exceed the specified amount, within 45 days after the notice of cancellation.

WITHDRAWAL POLICY

Official (Voluntary) Withdrawal: To be considered an official withdrawal, the student must notify the College of his/her intent to withdraw. Notification may be provided via written notice to the Campus Director or Administrator by mail, hand-delivery, or email (Admin@LACareerCollege.com).

You may withdraw from the school at any time after the cancellation period by submitting a request in writing to the Administrator or School Director and receive a proportional refund of the program's tuition and unused equipment/materials, as applicable, if you have completed 60 percent or less of your current period of attendance, calculated based on the start date through your last day of attendance (LDA) in the period.

$$\frac{\text{Total Days Attended}}{\text{completed Total Days in Period of Attendance}} = \text{Percent}$$

Nurse Assistant Program Example:

45 hours attended / 160 clock hours in program = 28%

If the student has completed less than 60% of the period of attendance, the refundable amount will be less the registration fee, STRF fee, LMS fee, and any other fee listed as non-refundable in the Enrollment Agreement, as well as any equipment/materials used or not returned in good condition, as applicable. Any balance due to LACC will be subtracted from the refundable amount prior to a refund being issued to the student.

If the student has completed more than 60% of the period of attendance for which the student was charged, the tuition is considered earned, and the student will receive no refund.

Refunds due will be paid within 45 days of the withdrawal date for applicable students. This is considered the date of determination. A student is considered withdrawn from a program when any of the following occurs:

- The student provides written notice to LACC of their withdrawal.
- LACC terminates the student's enrollment for:
 - failure to maintain satisfactory progress.
 - failure to abide by the code of conduct.
 - exceeding the 14-day consecutive policy.
 - failure to return from a leave of absence.

Tuition paid via a loan or third-party funding will be refunded to the lender, third party, or the agency that provided the loan or funding.

After the Cancellation Period

The student has the right to withdraw at any time. If the applicant is accepted by the College, starts classes, and elects not to continue after midnight of the seventh calendar day after the student has started their first class, the student will be considered a voluntary Withdrawal. The student will be charged a prorated amount of tuition and fees, up to 100% of the program length, according to the method below.

Institutional Refund Policy Example

1. Determine the total amount of tuition and fees charged to the student; deduct the one-time charges such as the registration fee, not to exceed one hundred fifty dollars (\$150) and the cost of used equipment, books, and supplies fees from the total tuition charges. (Note the unused books, educational supplies and equipment are not included in this offset and will be separately evaluated on a case-by-case basis.)

Nurse Assistant Program Example:

\$1,890 Estimated Total Charges for the Entire Educational Program - \$75 Registration Fee - \$5 STRF Fee - \$112 LMS Fee - \$302.99 used Equipment/Materials Fee - \$290 Required Additional Fees for Educational Program = \$1,105.01 charges subject to proration.

2. Divide this figure by the number of hours in the program.

Nurse Assistant Program Example:

\$1105.01 charges subject to proration / 160 clock hours in program = \$6.91 per clock hour

3. The amount owed by the student for purposes of calculating a refund is derived by multiplying the total hours measured from the first day of instruction as set forth in the enrollment agreement through the last date of attendance (LDA) regardless of absences by the hours charged for instructions.

Nurse Assistant Program Example:

\$6.91 per hour x 45 clock hours scheduled through the LDA = \$310.95 prorated tuition

4. The prorated tuition is added to the registration fee and the cost of the used equipment, books and supplies issued by the College to determine the total amount of charges the student is obligated to pay.

Nurse Assistant Program Example:

\$310.95 prorated tuition + \$75 Registration Fee + \$5 STRF Fee + \$112 LMS Fee - \$302.99 used Equipment/Materials Fee + \$290 Required Additional Fees for Educational Program = \$1,095.94 amount the college is allowed to retain

5. The amount the student has paid for the program is subtracted from the amount the College is allowed to retain to determine if the student has a balance due or a refund is due.

Nurse Assistant Program Example:

\$1,095.94 amount the College is allowed to retain - \$1,890 amount paid = \$794.06 refund due to student

Unofficial (Administrative/Termination Dismissal) Withdrawal: A student will be unofficially withdrawn by the College for the following reasons:

1. Failure to attend classes for a period of 14 scheduled calendar days.
2. Failure to return from a Leave of Absence (LOA).
3. Violation of the student Code of Conduct, pursuant to college disciplinary procedures.
4. Violation of the satisfactory academic progress policy; and
5. Serious violation of any College policy, pursuant to college disciplinary procedures.

Disclosures:

1. All charges for the tuition fee paid by the student will be refunded, except for the registration fee and LMS if the student chooses to withdraw from the school through attendance at the first-class session or seventh day after enrollment, whichever is later.
2. If the student has received federal student financial aid funds, the student is entitled to a refund of money not paid from federal student financial aid program funds.
3. Students that withdraw or are terminated on or after the first day of instruction will not be refunded for the registration fee, LMS fee, and the student tuition recovery fund fee.
4. If, after the first day, a student withdraws or is terminated, refunds on the tuition fee only will be made according to the BPPE policy.
5. If the school closes, cancels, or discontinues a course and/or program enrolled students will be notified via email. The school will refund to each currently enrolled student the full amount paid by the student for tuition and fees.
6. Students are requested to notify the Director or designated school official if they are withdrawing from the school.
7. All refunds due will be paid within 45 days of the students' last date of attendance.
8. In the case of an official leave of absence, if the student fails to return to training by the end of the leave of absence, a refund to the student shall be based on the date of withdrawal or termination and paid 45 days of the scheduled last day of the leave of absence.

Section 7: Licensure Requirements

Although medical assistants are not licensed, certified, or registered by the state of California, the medical assistant's employer and/or supervising physician's malpractice insurance carrier may require that the medical assistant be certified by one of the approved certifying organizations to work and train other medical assistants.

Although licensure is not required by the state of California, Los Angeles Career College's medical assisting program meets the requirements for industry certification and for in-field employment within the state.

Los Angeles Career College has not made any determinations related to licensing or certification requirements for other states, and that if a student or graduate is relocating outside of California, it is their responsibility to determine the requirements for licensure, certification, and/or employment in that state.

Section 8: Class Schedule

Total Clock Hours: 720

Weekday: 22.5 Weeks

Program Delivery: Residential

Type of Instruction: Lecture/Lab/Externship

Day Session: 9:00AM to 5:00PM Monday-Thursday

Externship may be up to 40 hours per week

Program Goals and Objectives

The objective of the Medical Assistant Program is to provide the student with the appropriate didactic theory and hands-on skills required and necessary, to prepare them for entry level positions such as clinical or administrative assistant, medical receptionist, and medical insurance biller.

Students study the structure and function of the major body systems in conjunction with medical terminology, diagnostic and therapeutic procedures, computer skills, administrative processes, bookkeeping and accounting practices, and the processing of medical insurance forms and claims.

The State of California does not require that medical assistants be certified, but such a certificate may increase the chances of being hired. The national CMAA exam is taken during the program upon successful completion of didactic coursework. Students who pass this exam and meet graduation requirements will be eligible to work as Certified Medical Administrative Assistants.

Following the successful completion of the modules, students participate in a 360-hour externship.

Upon completion of this program, the student will be able to:

- ✓ Upon successful completion of this program, the graduate will be able to:
- ✓ Demonstrate professionalism and ethical behavior.
- ✓ Discuss the history of medical assisting as it relates to medical practice and professional organizations.
- ✓ Recognize and respond to verbal and non-verbal communication and use appropriate communication techniques.
- ✓ Demonstrate knowledge of and use appropriate terminology for the different body systems, illnesses and injuries associated with those systems, and diagnostic and therapeutic procedures.
- ✓ Apply principles of infection control and use appropriate aseptic techniques.

- ✓ Perform clinical responsibilities, including preparing patients for examination and procedures, preparing, and administering medications as directed, collecting and processing specimens, recognizing emergencies, and performing CPR and first aid.
- ✓ Identify minor surgical procedures and demonstrate the ability to assist with those procedures.
- ✓ Instruct and teach patients methods of health promotion and disease prevention.
- ✓ Maintain accurate patient records.
- ✓ Perform administrative procedures that include telephone techniques, appointment scheduling, record management, and insurance billing procedures.
- ✓ Demonstrate skills related to word processing, medical transcription, the processing of insurance claims, and simulated computerized medical office applications.
- ✓ Accurately complete bookkeeping, banking, and financial procedures.
- ✓ Demonstrate acceptable speed and accuracy in computer keyboarding.
- ✓ Develop a resume and identify a career plan that includes potential job leads, networking contacts, a job search schedule, and five-year goals.

The method by which these objectives and the mission of the institution fulfilled will be achieved through direct instruction, lecture, and practicum. The instructor aids by integrating technology into instruction and emphasizes student-centered learning and by placing more responsibility on the students to take the initiative for meeting the demands of various learning tasks.

Course Outline

Course Number	Course Title	Lecture	Lab	Clinicals	Total
MA 100	Administrative Medical Assisting Duties	50	0	0	50
MA 200	Clinical Medical Assisting and Office Procedures	20	25	0	45
MA 300	Patient Records, Medical Terminology, and Medical Management	30	15	0	45
MA 400	Office Environment Safety, Infection Control, and Laboratory Procedures	30	30	0	60
MA 500	Medical Office Administrative and Business Procedures	35	10	0	45
MA 600	Clinical and Surgical Protocols and Procedures	25	30	0	55
MA 700	Pharmacology and Clinical Processes	30	20	0	50
MA 800	Career Development	10	0	0	10
MA EXT	Medical Assistant Externship	0	0	360	360
	Program Totals	230	130	360	720

Course Descriptions

MA 100 Administrative Medical Assisting Duties

In the Administrative Medical Assisting Duties course, students will obtain education on the roles and responsibilities of a Medical Assistant. This course will cover physician/patient contracts, types of consents, and the legal responsibilities of physicians and their team. Many of the responsibilities will include the importance of sterilization and the techniques used in the healthcare field today. Students will be trained in emergency and first aid procedures that will be used in their field of work. Along with medical assistant duties, students will learn the proper and specialized way of interacting and communicating in a professional setting. Within this module, students will discuss how to prepare for their career path and processes on professional development.

Pre-requisite: None

MA 200 Clinical Medical Assisting and Office Procedures

In the Clinical Medical Assisting and Office Procedures course, students will learn the structural mechanisms and roles of the skeletal, muscular, and integumentary systems. Students will be introduced to laboratory terminology and procedures commonly performed in physician's offices, along with related diseases. Students will learn the proper handling of a microscope and concepts in radiology. The importance of patient care is discussed, specifically related to completing a physical exam and the positioning/draping for a variety of procedures. Within this course, students will discuss how to prepare for their career path and processes for professional development.

Pre-requisite: None

MA 300 Patient Records, Medical Terminology, and Medical Management

In the Patient Records, Medical Terminology, and Medical Management course, students will acquire knowledge in medical dictionary, medical terminology, and medical acronyms during their studies. Students will learn proper computer skills used for setting up, maintaining, and organizing patient records. Students will also learn the preparation and execution process for an insurance claim. Students will also learn how to acquire patient information from patient charts and ledgers when filling out insurance forms. Conducting physical exam procedures, that are commonly practiced in physician's offices, including recording vital signs, charting, written communication, and keyboard skills for inputting information. Within this module, students will discuss how to prepare for their career path and professional development.

Pre-requisite: None

MA 400 Office Environment Safety, Infection Control, and Laboratory Procedures

In the Office Environment Safety, Infection Control, and Laboratory Procedures course, students cover in depth information regarding the heart (circulatory) and lung (respiratory) structure and

functionality. Students will be introduced to EKG leads, the recording process for an electrocardiogram, and study electrical pathways of the heart muscles. Within this course, students will acquire laboratory-based procedures for specimens, such as identification, collection, handling, and transportation procedures. One of the key points of this course is the instruction of cardiopulmonary resuscitation (CPR), so students are prepared to respond to emergencies.

Pre-requisite: None

MA 500 Medical Office Administrative and Business Procedures

In the Medical Office Administrative and Business Procedures course, students will focus on the business aspect of a physician's office, such as billing, collecting, and banking procedures. To be better prepared for the future, students will be instructed on how to use proper software for bookkeeping and reconciliation, scheduling appointments, and proper phone etiquette for effective communication.

Pre-requisite: None

MA 600 Clinical and Surgical Protocols and Procedures

In the Clinical and Surgical Protocols and Procedures course, students will be introduced to the method of assisting minor surgical procedures, along with the patient examination preparation processes in both physician's offices and outpatient settings. Students will be taught aseptic techniques and diagnostic laboratory testing which is conducted in both physician's offices and outpatient settings. This course will assist in identifying the basic structural components and functions of the neurosensory, endocrine, and reproductive systems. Common pathological conditions are also studied for better preparation of clinical and surgical procedures.

Pre-requisite: None

MA 700 Pharmacology and Clinical Processes

In the Pharmacology and Clinical Processes course, students will acquire laboratory-based procedures for specimens, such as identification, collection, handling, and transportation procedures. They will learn to identify the basic structure and function of the urinary and digestive system. The structure of the kidney system and common diseases are presented in this course, relating to clinical procedures. Physical exam procedures that are primarily used in physician's offices are practiced. During this course, pharmacology is introduced to students, including basic healing drugs, their uses, categorizations, prescription calculations and the effects on the body.

Pre-requisite: None

MA 800 Career Development

In the Career Development course, students will be assisted in resume writing and building to better prepare them for their job search after the completion of their program. They will be

educated on proper, professional behavior in a workplace. During this course, mock interviews will be conducted, where students will be required to dress appropriately and attend with their resume. They will learn time management skills and the requirements for employment. This course will create confidence in students for when they begin attending actual interviews.

Pre-requisite: None

MA EXT Medical Assistant Externship

The Medical Assistant Externship course is an externship in a clinical setting. This course is graded on a pass/fails basis. During the clinical externship, students will participate in a 360-hour externship at one of Los Angeles Career College's contracted clinical sites. The externship will be an opportunity for students to demonstrate learned concepts during their didactic training. Externs will be working under the direct supervision of designated personnel at the externship site. Students will undergo evaluation by externship site personnel once they have fulfilled the necessary hours per graduation requirements.

Pre-requisite: MA 100, MA 200, MA 300, MA 400, MA 500, MA 600, MA 700, MA 800

Graduation Requirements

The candidate for a certificate of completion must:

1. Meet all applicable lecture, lab, and externship skill proficiency standards.
2. Complete all didactic, clinical, and externship requirements and hours and receive satisfactory evaluations.
3. All financial obligations are met.