

Medical Assistant Program

Imperial Valley College



Medical Assistants help physicians examine and treat patients and perform routine tasks to keep offices and clinics running smoothly. MA's usually handle clerical and clinical duties and report directly to the office manager or physician. Some clerical duties include answering phones, greeting patients, updating patient medical records, filling out insurance forms, and arranging for hospital admission and lab services. Some clinical back-office duties include taking and recording vital signs and medical histories, explaining treatment procedures to patients, preparing patients for exams, and assisting during the exam. Most MA's work a regular 40-hour work week. A Certified Medical Assistant can expect to make between **\$9-\$12.00** per hour or more depending on employment.

Classes include:

	<u>Units</u>
Prerequisite: AHP 100 – Medical Terminology	3
Sem 1: AHP 070 – Administrative Medical Assistant I	4.5
AHP 072 – Administrative Medical Assistant II	4.5
AHP 074 – Administrative (Clinical) Externship	2
Sem 2: AHP 080 – Specimen Collection & Laboratory Procedures	3.5
AHP 082 – Exam Room Procedures	3.5
Sem 3: AHP 084 – Pharmacology & Administration of Medication	3.5
AHP 086 – Clinical Externship II	<u>2</u>
	26.5 Units

Upon completing all of the above, students receive a Certificate of Completion from IVC and are eligible to take the State Certification exam with the California Certifying Board of Medical Assistants (CCBMA). Options for national certification are also available.

Requirements: AHP 100 is required prior to starting the program. Students are encouraged to take the recommended classes: BIOL 090, BUS 154, BUS 164, and CIS 100.

Schedule: The program is anticipated to be completed in 3 semesters, longer if classes are not available. The reduction of Summer and Winter sessions has impacted the program. Students are advised to take the recommended courses in between the AHP classes. All classes must be completed in sequence and require a grade of C or higher to pass. Students with previous MA experience may petition for advance placement.

Estimated Costs: In addition to tuition and parking fees to attend IVC, estimated costs for the program include: Textbooks (\$150), uniform and supplies (\$125), physical and immunizations (\$14-147), a background check & drug screen (\$65), CPR (\$37), liability insurance (\$13), and State certification exam (\$155)

State Certification: CCBMA <http://www.ccbma.org/> offers year-round computer based testing in many locations in California. To be fully certified, students must take all sections of the exam - Basic plus Administrative and Clinical. Separate testing options are also available pending which area to be certified. For Front Office certification only (Basic and Administrative), students must complete AHP 100, 070, 072, and 074. Experience has shown that students who are fully certified as Medical Assistants increase their chances for employment. More information on the test and study materials is available from the website or by calling 1-866-622-2262.

How do I enroll? Begin by enrolling in AHP 100 and the recommended courses while waiting to enroll in Semester 1. For more information, contact Nursing & Allied Health at 1-760-355-6348 or visit the website www.imperial.edu/nursing