

Who should consider enrolling?

Individuals who have the sincere desire, aspiration & the necessary level of commitment for succeeding in a rewarding career & meet the following requirements:

- are at least 18 years old of age,
- have a high school diploma or GED, or succeed in obtaining a passing score on the Ability-to-Benefit test, administered by an independent administrator.
- Attain a passing score on the Wonderlic Entrance (SLE) test (Agency specific).

A personal interview with an Admissions representative to discuss background, career goals, motivation & placement potential is also required. Prospective students also need to sign the Statement of General Health Form.

Financial Aid is available for qualified individuals

Our programs include all books, uniforms, CPR course, certificate / license fees & program-specific equipment (if applicable). Laptop is available as an optional cost item (Agency specific).

We provide Placement Assistance for our students



The American College of Healthcare is institutionally accredited by ABHES for non-degree programs and programmatically accredited by ABHES for the Surgical Technology Program.

The Bureau for Private Postsecondary Education granted approval to American College of Healthcare to operate as an accredited institution under the terms of California Education Code (CEC) section 94890(a)(1) per CEC section 94890(b).

Approval to operate means compliance with state standards as set forth in the Ed. Code.



Your Career as a

MEDICAL ASSISTANT



www.ach.edu

AMERICAN COLLEGE OF HEALTHCARE

11801 Pierce St., #100
Riverside, CA 92505

(951) 729-5320 - Phone
(951) 729-5362 - Fax

MEDICAL ASSISTANT

Medical Assistants help physicians examine & treat patients & perform routine tasks to keep offices running smoothly. Their duties vary from office to office, depending on size & location of the practice, as well as the physician's specialty.

Medical Assistants have become an important part of the healthcare team & their responsibilities continue to expand as the industry is expected to focus even more on out-patient treatment.

Our Medical Assistant program was designed to provide graduates with the basic front office (administrative) & back office (clinical assisting) skills necessary to qualify for entry-level positions in a variety of out-patient medical facilities.

Students will learn medical terminology, anatomy & physiology, phlebotomy, medical office management, assisting with diagnostic procedures & administration of medications.

Worksite learning in a medical facility is an important component of this program.

CLASS SCHEDULE

MORNING SCHEDULE

Monday	8:00 AM - 1:00 PM
Tuesday	8:00 AM - 1:00 PM
Wednesday	8:00 AM - 1:00 PM
Thursday	8:00 AM - 1:00 PM

AFTERNOON SCHEDULE

Monday	1:00 PM - 6:00 PM
Tuesday	1:00 PM - 6:00 PM
Wednesday	1:00 PM - 6:00 PM
Thursday	1:00 PM - 6:00 PM

EVENING SCHEDULE

Monday	6:00 PM - 11:00 PM
Tuesday	6:00 PM - 11:00 PM
Wednesday	6:00 PM - 11:00 PM
Thursday	6:00 PM - 11:00 PM

36 WEEKS 970 HOURS 48 CREDITS

MEDICAL ASSISTANT PROGRAM COURSES

Communications / Professional Development
Computer Basic
Medical Terminology -1
Medical Terminology -2
Medical Office Procedures -1
Medical Office Procedures -2
Introduction to Medical Billing & Coding -1
Introduction to Medical Billing & Coding -2
Medical Assistant Back Office Procedures / A&P I -1
Medical Assistant Back Office Procedures / A&P I -2
Clinical Laboratory Procedures / A&P II -1
Clinical Laboratory Procedures / A&P II -2
Protective Practices & Clinical Skills / A&P III-1
Protective Practices & Clinical Skills / A&P III-2
Externship - 1
Externship - 2

