

Program Overview

This program is approximately six months in length, including one full month at an extern/clinical site. Students will prepare for all aspects of front and back office medical assisting, as well as helping to perform diagnostic procedures, such as the EKG or audiograms.

Medical Assistants perform routine administrative and clinical tasks in medical offices and clinics. Duties vary, but may include:

- Administering medication through injections
- Answering telephones/greeting patients/scheduling appointments
- Bookkeeping/correspondence/filing
- Collecting specimens
- Filling out medical forms
- Preparing patients for examinations
- Taking and recording medical histories.

Upon successful completion of the program students will be prepared to sit for the NCCT National Certified Medical Assistant Exam, which is included in the program.

Tulare Adult School
575 W. Maple Ave.
Tulare, CA 93274
(559) 686-0225

Job Outlook

The employment outlook for Medical Assisting is excellent because so many medical facilities are hiring versatile, cross-trained, cost-effective employees such as Medical Assistants. Medical Assisting is now one of the fastest-growing health occupations, and the U.S. Department of Labor predicts jobs in Medical Assisting will grow at a fast rate

Quick Facts: from US. Bureau of Labor

- 2016 Median Pay: \$31,540 per year
\$15.17 per hour
- Number of Jobs in 2015: 591,300
- Job Outlook, 2014-2024: 23% (much faster than average)
- Employment Change, 2015-2024: 138,900



Tulare Adult School



For more information contact:

Tulare Adult School

559-686-0225

www.tulareadultschool.net

Clinical and Administrative Medical Assistant

Enrollment Process:

1. Complete Medical Training Program Application with the Tulare Adult School
2. Attend orientation and pass the provided assessment

After the final Medical Assisting Orientation students will be notified of their status using the email provided on your Medical Training Program application.

Immunizations

The following is a list of immunizations required prior to the start of the program:

- Negative TB test within 1 year prior to the start of clinical externship
- Current Tdap vaccination
- MMR - 2 total for a lifetime
- Varicella - Proof of immunity through titer or adult booster series
- Hepatitis B series

Program Requirements

Enrollment Requirements

- High school diploma or GED
- Current Immunization Record/History; will be discussed during orientation
- Birth Certificate, must be 18
- Proof of Identity
- Ability to work in the United States.

Additional Requirements (no exceptions)

- Students must be prepared to extern for one full month, Monday-Friday from 8:00 am - 5:00pm for a minimum of 160 hours in order to complete the program
- All visible tattoos must be covered at all times
- Acrylic nails and all forms of facial piercings are not allowed in the program and must be removed before the first class meeting
- Hair color must be a natural hair color
- Background check & drug screen will be conducted prior to extern/clinical placements. Anything other than a traffic ticket can compromise program enrollment
- Students must adhere to the 90% attendance policy

Program Fees:

All fees will be discussed during orientation. Fees for the following items may be incurred.

- Preliminary Background Check:
- Books and Program Fees:
- Uniform/Scrubs:
- Background Check/Drug Screen.
- National Exam Fee
- CPR Fee
- Immunizations:

