

# MEDIAL ASSITING PROGRAM

## ADMINISTRATIVE/CLINICAL

MONDAY – FRIDAY  
8:00 AM – 3:00 PM

### VISION STATEMENT

A COMMUNITY WHERE EVERY ADULT LEADS A LIFE OF SELF-RELIANCE AND DIGNITY.

### MISSION STATEMENT

WE ARE VISALIA ADULT. WE EDUCATE ADULTS. WE CREATE FUTURES.

### SCHOOLWIDE LEARNING OUTCOMES

STUDENTS WILL:

- ACHIEVE LEARNING GAINS
- USE TECHNOLOGY EFFECTIVELY
- DEMONSTRATE PERSISTENCE



For more information contact

**Visalia Adult School**

3110 E. Houston Ave.

Visalia, CA 93292

(559) 730-7646

www.vusd.org/vas

### What is a Medical Assistant?

A medical assistant is an allied health professional that supports the work of physicians and other health care professionals, usually in a clinic setting. Medical assistants perform routine clinical and administrative duties under the direct supervision of a physician or other health care professional.

### Prerequisites

- ✓ High School Diploma or equivalent
- ✓ CTE Placement reading score of 247 or above

### Administrative

Health care settings; history of medicine; therapeutic communication; coping skills; legal & ethical considerations; Medical Office Simulation Software; telecommunications; patient scheduling; medical records; written communication; medical insurance; medical billing & coding; medical abbreviations; Medical Terminology 350; medical presentations; Microsoft Word.

### Clinical

Basic anatomy/physiology; vital signs; universal precautions/infection control; HIV/AIDS information; introduction to phlebotomy; electrocardiograms; Healthcare Provider BLS CPR; First Aid; medication administration & dosing; injections; medical documentation; examinations; office surgeries.

### Extern & Certification

Successful attendance and completion of the program qualifies student for extern placement and ability to sit for the California Certified Medical Assistant examination to become a Certified Medical Assistant.

### Class Times:

Monday – Friday 8:00 AM – 3:00 PM

### Approximate Costs

\$1,300 – includes registration fee of \$500 & books/supplies.



### Required Books/Materials

Payable to **Visalia Adult School**

- \$150 Administrative MA Bundle/Workbook
- \$ 30 Medical Terminology Book
- \$155 Clinical MA Bundle/Workbook
- \$ 15 Binder with supplies

### Uniforms & Supplies

Payable to **Nurses Boutique\***

- \$150 - \$225
  - Scrubs – 2 sets  
Color -Caribbean Blue
  - Stethoscope (optional)
  - BP Cuff (optional)
  - White/Black leather shoes
  - Watch with second hand

\*Other uniform vendors may be used

### Certification Information

Payable to CCBMA

Approximate cost: \$185

California Certifying Board of  
Medical Assisting – CCBMA.org