

Program Schedule

Day Program meets Mon-Thurs
9:00 am-1:00 pm for 10 weeks

Midday Program meets Mon-Thurs
1:30 pm-5:30 pm for 10 weeks

Evening Program meets Mon-Thurs
6:00 pm-10:00 pm for 10 weeks

Day Program meets Mon, Tues, Weds & Fri
9:00 am-1:00 pm for 10 weeks

Mon, Tues, Wed, Thurs 2023 Program Schedule

Class begins Tues. Jan. 2nd – Thurs. Mar. 7th

Class begins Mon. Mar. 11th – Thurs. May. 16th

Class begins Mon. May 20th – Thurs. July. 25th

Class begins Mon. July 29th– Thurs. Oct. 3rd

Class begins Mon. Oct. 7th – Thurs. Dec. 12th

(May include some Fridays to make up for holidays)

Mon, Tues, Wed, Fri. 2023 Program Schedule

Class begins Tues. Jan. 2nd – Fri. Mar. 8th

Class begins Mon. Mar. 11th –Fri. May. 17th

Class begins Mon. May 20th –Fri. July. 26th

Class begins Mon. July 29th – Fri. Oct. 4th

Class begins Mon. Oct. 7th – Fri. Dec. 13th

(May include some Thursdays to make up for holidays)

Weekend course meets Saturdays

9:00 am-5:00 pm for 20 weeks
(May not be consecutive)

2023 Weekend Program Schedule

Class begins Sat. Jan. 6th – Sat. June 15th

Class begins Sat. June 22nd – Sat. Nov. 23rd
(May not be consecutive)

Faculty

The didactic and clinical education is taught by a team of highly experienced faculty consisting of dedicated instructors, certified phlebotomists, and nurses from various specialty areas. They are chosen for their commitment to teaching and clinical expertise. The faculty and staff are committed to providing the best possible educational environment and instruction to assure competency in all areas of the established curriculum.

General Admissions Requirements

1. Applicants must be 18 years or older. All applicants must present either a State issued Identification card /driver's license or passport. You must have a social security number, therefore; you must be a US Citizen or eligible to work in the United States.
2. Proof of High School Graduate/GED or achieved a degree higher than a High School Diploma. (Foreign transcripts for diplomas earned outside of the US must be evaluated for US equivalency.)
3. No felony, and certain misdemeanors (drug, violence, and theft), convictions are not allowed. A pre-employment background check and drug screening (serum) will be required.

Hours of Operation

Monday-Thursday: 8:30AM - 9:30PM

Friday: 8:30AM - 5:00PM

Saturday: 8:30AM - 12:30PM

Sunday: Closed

4041 Lone Tree Way Suite 101
Antioch, CA 94531

Enroll Online or Call 925-757-2900 to schedule an appointment with our Admissions Counselor Today!

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Clinical Medical Assisting Program

Accredited and State Approved Program Clock Hours

120 didactic (classroom), 40 laboratory,
160 externship

Total Clock Hours: 320



CONTRA COSTA
MEDICAL CAREER COLLEGE

Goals and Purpose

This Clinical Medical Assisting Program focuses **solely on the back-office** procedures performed in the clinical setting of a physician's office or clinic. Medical Terminology and Basic Anatomy and Physiology will also be covered. Upon successful completion of this program, the student will receive a certificate of completion from Contra Costa Medical Career College. Participants qualify for certification by examination for Certified Clinical Medical Assisting offered by the National Healthcareer Association (NHA). This program is designed to provide, thorough didactic, laboratory, and practical instruction, a basic systems overview of the role of the procedures of the Clinical Medical Assistant in a practical setting only. There are no prerequisites for this program.

Outcomes and Objectives

At the end of the program, the student will:

- Identify parts of the human body.
- Describe the basic function of each body system.
- Utilize medical terminology in written and spoken communications.
- Describe the composition of a patient record
- Define medical terminology found in patient records.
- Define HIPAA
- Define medical conditions, diseases, and disorders commonly treated.
- Perform the procedures for rooming a patient.
- Obtain the vital signs of a patient including blood pressure, temperature, pulse, pulse ox and respirations.
- Perform basic wound care.
- Demonstrate proper positioning and draping for patient procedures.
- Demonstrate first aid for disorders of the musculoskeletal system.
- Demonstrate the collection of specimens.
- Locate information regarding medications.

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- Take a medical history
- Demonstrate the administration of oral and injectable medications.
- Instruct patients in preventative health practices.
- Call in prescriptions
- Define medical abbreviations
- Assist physician with examinations.
- Assist physician with Minor Office Surgery
- Define and demonstrate sterile technique
- Demonstrate minor specimen testing and recording of results.
- EKG/ECG skills training instruction.
- Complete immunizations, BLS, drug screening, and background check.
- Use communication strategies associated with quality customer service.
- Draft a resume that clearly communicates one's value to an employer.

Instructional Methods

- Multimedia
- Demonstration and laboratory skills practice
- Small and large group discussion
- Individual study and research
- 1-on-1 instruction
- Instructor-led lectures

Clinical Component

Externships will be completed after classroom instruction is successfully completed. 160 hours of externship training are required by the state of California. Externship sites will be arranged by CCMCC and assignments will be given out no later than 45 days after the last day of the classroom training is completed, or from the date in which all required paperwork/documents have been received, whichever is later. Externship hours are most likely during the day. Students **MUST** be available during normal business hours.

2023 Clinical Medical Assistant Program Fees

Total Fees, Charges, and Expenses

Registration Fee (non-refundable)	\$200.00
Tuition	\$4,150.00
Text Book	\$135.00
STRF fee	\$10.00
Total Amount Paid to school	\$4,495.00

Out-of-pocket expenses are approximate (not paid to the institution)

Text Book	\$156.00
Uniform/Shoes	\$30.00
Background check/Drug Screen	\$150.00
American Heart Assn. BLS	\$85.00
NHA Certification Examination (optional)	\$179.00
Total out-of-pocket expenses	\$600.00

All students must be BLS- for the healthcare provider Certified prior to externship placement.
BLS courses are offered at CCMCC

