

## Clinical Component

Externships will be arranged 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 on 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.



## 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 High School Diploma. (Foreign transcripts for diplomas earned outside of the US must be evaluated for US equivalency.)
3. Felony, and certain misdemeanors (drug and theft), convictions are not allowed.

## Hours of Operation

Monday-Thursday: 8:30AM - 9:30PM  
Friday: 8:30AM - 5:00PM  
Saturday: Closed  
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!

[www.ccmcc.edu](http://www.ccmcc.edu)

# Medical Assisting Program

**ACCET Accredited**  
**California State Approved**

## Program Clock Hours

**200** Didactic (Classroom)

**80** Laboratory

**160** Externship

**Total Clock Hours: 440**



**CONTRA COSTA**  
MEDICAL CAREER COLLEGE

## Goals and Purpose

This Medical Assisting Program **combines** both the **Clinical and Medical Administrative/ Billing and Coding programs into one comprehensive program**. 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. Participants qualify for certification by examination for Certified Clinical Medical Assisting as well as the Medical Administrative Assistant and Billing and Coding Specialist offered by the National Healthcareer Association (NHA). There are no prerequisites for this program.

## Outcomes and Objectives

After successful completion of this program the student will be able to:

- Identify parts of the human body and describe the function of each body system.
- Utilize medical terminology in written and spoken communications.
- Define medical terminology commonly found in the medical record.
- Demonstrate in Electronic Medical Record how to:
  - a. Prepare and maintain the medical record
  - b. Prepare and maintain the appointment
  - c. Compose and prepare medical correspondence
- Claim processing
- Transcribe a dictated medical report.
- Manage incoming and outgoing financial transactions for the medical practice.
- Assist with office emergencies.
- List and discuss the responsibilities of health insurance specialists.
- Outline the confidentiality issues in the transmission of sensitive patient records via facsimile and the Internet.
- Describe the authorization process for a patient requesting an appointment.

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*Outcomes and Objectives continued...*

- List the managed care models.
- Apply the basic steps in coding outpatient procedures using ICD-10-CM, CPT, and HCPCS coding systems
- Define HIPAA, medical conditions, diseases, and disorders commonly treated
- Perform the procedures for rooming a patient
- Obtain the vital signs of a patient and 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
- Take a medical history and define medical abbreviations
- Demonstrate administration of oral and injectable medications
- Instruct patient in preventative health practices
- Assist physician with examinations and Minor Office Surgery
- Define and demonstrate sterile techniques
- Demonstrate minor specimen testing and recording of results.
- EKG/ECG skills training instruction

## Instructional Methods

- Lecture/ Demonstration
- Independent research
- Collaborative discussions
- Group/ Independent activities
- EHR software
- Use of computers, multimedia, and textbooks
- Role-play

## Program Fees

### Fees, Charges, and Expenses

Registration Fee	\$200.00 (non-refundable)
Tuition	\$7,350.00
Textbook	\$135.00
STRF Fee	\$17.50 (non-refundable)

Total Amount Paid to school **\$7,702.50**

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

Textbook	\$388.50
Uniform/Shoes	\$30.00
Background check/Drug screen	\$150.00 (non-refundable)
American Heart Assn. BLS	\$85.00

**Total out-of-pocket expenses \$653.50**

**Optional fee- Upon program completion**

NHA Certification Examinations **\$377.00**  
(Optional)

## Program Schedule

Class begins Tues. Jan. 2nd– Thurs. May 16th  
Class begins Mon. Mar. 11th – Thurs. July 25th  
Class begins Mon. May 20th – Thurs. Oct. 3rd  
Class begins Mon. July 29th – Thurs. Dec. 12th  
Class begins Mon. Oct. 7th – Thurs. Mar. 13th 2025

**Day Program** meets Mon-Thurs  
9:00 am-1:00 pm for 20 weeks

**Midday Program** meets Mon-Thurs  
1:30 pm-5:30 pm for 20 weeks

**Evening Program** meets Mon-Thurs  
6:00 pm-10:00 pm for 20 weeks

(May include some Fridays to make up for holidays)