

## Program Schedule

Class begins Tue. Jan. 2nd –Thurs. July 25th  
Class begins Mon. Mar. 11th –Thurs. Oct. 3rd  
Class begins Mon. May 20th –Thurs. Dec. 12th  
Class begins Mon. July 29th-Thurs. Mar. 13th  
Class begins Mon. Oct. 7th -Thurs. May 22nd  
(May include some Fridays to make up for holidays)

**Day Program** meets Mon-Thurs  
9:00 am-1:00 pm for 30 weeks

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

**Evening Program** meets Mon-Thurs  
6:00 pm-10:00 pm for 30 weeks

## Program Fees

### Fees, Charges, and Expenses

Registration Fee	\$200.00 (non-refundable)
Tuition (refundable)	\$9,975.00
Textbook	\$135.00
STRF Fee	\$25.00 (non-refundable)
<b>Total Amount Paid to School</b>	<b>\$10,335.00</b>

### Out-of-Pocket expenses are approximate

(not paid to the institution)

Textbook	\$527.00
Uniform/Shoes	\$30.00
Background Check/Drug Screen	\$150.00 (non-refundable)
American Heart Assn. BLS	\$85.00
State Application Fee	\$100.00 (non-refundable)

**Total Out-of-Pocket Expenses \$892.00**

**Optional Fee - Upon Program Completion**  
NHA Certification Examinations **\$647.00**  
(optional)

If you get a student loan, you are responsible  
for repaying the loan amount plus any interest.

## 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 with Phlebotomy Program

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

## Program Clock Hours

**300** Didactic (Classroom)

**100** Laboratory

**80** Phlebotomy Practical Training

**Total Clock Hours: 640**



**CONTRA COSTA**  
MEDICAL CAREER COLLEGE

## Goals and Purpose

This Medical Assisting Program combines the Clinical and Medical Administrative/Billing and Coding, EKG/ECG Technician, and Phlebotomy Technician 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, Medical Administrative Assistant and Billing and Coding Specialist, EKG/ECG Technician, and CPT 1 offered by the NHA. This program is designed to provide, thorough didactic, laboratory, and practical instruction, and a comprehensive overview of the role of the procedures of the Medical Assistant. After successful completion of the NHA examination, students will be eligible to apply to the DHS-LFS for California State Certification.

## 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.
- Demonstrate in Electronic Medical
- Record how to:
- Prepare and maintain the medical record
- Prepare and maintain the appointment schedule
- Compose and prepare medical correspondence
- Claim processing
- Transcribe a dictated medical report.
- Manage incoming and outgoing financial transactions for medical practice.
- 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.

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*Outcomes and Objectives continued...*

- Describe the authorization process for a patient requesting an appointment.
- 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, proper positioning, and draping for patient procedures
- Obtain the vital signs of a patient and perform basic wound care
- Demonstrate first aid for disorders of the musculoskeletal system
- 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
- Demonstrate collection of specimens and minor specimen testing/ recording of results.
- Prepare the client for venipuncture collection.
- Identify locations on the human body appropriate for venipuncture collection.
- List the different colors used to code blood specimens and what they stand for.
- Perform venipuncture by sterile needle and syringe, butterfly or the vacuum method
- EKG/ECG skills training instruction
- Demonstrate performance and interpretation of 12-Lead EKG

## Instructional Methods

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

## Practical Component

40 Practical training hours in a clinical setting are required by the state of California to be eligible to apply for CPT1 Certification. CCMCC provides 80 hours of practical training. In partnership with Contra Costa Community Outreach Clinic and Laboratory, 40 hours are completed concurrently with classroom (didactic) training and 40 hours are completed after the successful completion of classroom training. 160 hours of externship is required for Medical Assisting. Practical training sites will be arranged by CCMCC and assignments will be given out no later than 45 days after the last day of the didactic training is completed or from the day in which all required paperwork/documents have been received, whichever is later. Practical training hours after classroom (didactic) instruction are most likely during the day. Students **MUST** be available during the day.

