

MAKE THE CAREER CONNECTION

for

MEDICAL ASSISTANT

YOUR ROP TRAINING LEADS TO JOBS as...

Entry Level

(High School Diploma/ROP Training)

Medical Assistant

Medical Administrative Assistant

Medical Insurance Biller

Hospital Admitting Clerk/Admitting Officer
Office Manager

Technical Level

(Community College Degree)

Registered Nurse/Licensed Vocational Nurse
Business Management

Professional Level

(Baccalaureate Degree)

Physician's Assistant
Health Administrator
Business Administrator

Students will benefit by having knowledge of computer science, good keyboarding skills, anatomy, physiology, math and language skills.

WHAT IS ROP?

The Baldy View Regional Occupational Program is a cooperative vocational education effort between the Chaffey Joint Union High School District, ChinoValley Unified School District, Claremont Unified School District, and Upland Unified School District. ROP's purpose is to provide a wide variety of career preparation at the entry and technical levels to meet the needs of high school students and adults.

*Prepare for **YOUR** future **NOW**
by enrolling in **ROP TODAY!***

ENROLLMENT INFORMATION

High school students should contact the Career Technician at their high school.

Adults should call Baldy View R.O.P. office for specific enrollment dates and available classes.

(909) 624-0063

bvrop.K12.ca.us

Enrollment priority:

- ❖ High School Students: seniors, juniors, sophomores, 16 yrs. of age and older.
- ❖ Adults living within our geographical service area.
- ❖ Adults living outside our geographical service area

Baldy View ROP is an equal opportunity employer and asserts that it does not discriminate on the basis of race, color, creed, national origin, ancestry, religion, sex, age, or handicap in its employment or enrollment in job training programs.

MEDICAL ASSISTANT



A career preparation program designed to provide related instruction and practical experience.



WHAT DOES THE PROGRAM PREPARE ME TO DO?

This course combines a core curriculum allowing students to acquire skills and information necessary for both administrative and clinical duties including secretarial and clerical skills, insurance billing, the ability to prepare patients for examination and treatment, and the ability to perform various laboratory tests. This two semester program cumulates with 160 hours of work based learning at medical offices.

In today's automated offices, you will need computer skills to run spreadsheet, word processing, database management, and payroll. You will have the opportunity to gain experience using a computer with software designed for use in the management of a medical practice.

STUDENT OUTCOMES

Medical Assistants perform routine clinical and clerical tasks to keep the offices of physicians, podiatrists, chiropractors, and optometrists running smoothly.

The duties of Medical Assistants vary from office to office, depending on office location, size, and specialty. In small practices, Medical Assistants are usually "generalists," handling both clerical and clinical duties and reporting directly to an office manager, physician, or other health practitioner. Those in large practices tend to specialize in a particular area under the supervision of department administrators.

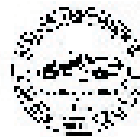
ROP INSTRUCTORS

ROP instructors know the job market, have business and industry experience within the field they teach and are credentialed. **LEARN FROM THE BEST WITH ROP TEACHERS.**

STUDENT OUTCOMES

Upon successful completion of an ROP course, each student will:

- ❖ Demonstrate occupational specific, communication and critical thinking skills
- ❖ Demonstrate responsible work ethics
- ❖ Demonstrate career/employment literacy
- ❖ Demonstrate effective use of technology



HIGH SCHOOL CREDITS

Employment growth will be driven by growth in the number of group practices, clinics, and other health care facilities that need a high proportion of support personnel, particularly the flexible medical assistant who can handle both clinical and clerical duties. Medical assistants primarily work in outpatient settings, where faster than average growth is expected.

In view of the preference of many physicians for trained personnel, job prospects should be excellent for medical assistants with formal training or experience, particularly those with certification.

SPECIAL CONSIDERATIONS

- ❖ Minimum age - 16 years old or 11th grade
- ❖ PREREQUISITE - Keyboarding skills
- ❖ Interest in the medical field
- ❖ Ability to work independently
- ❖ Ability to understand and carry out instructions
- ❖ Ability to show compassion, diplomacy, and tact in dealing with patients
- ❖ Good personal hygiene and grooming habits
- ❖ Ability to read and write in English and recall information
- ❖ Attention to detail and accuracy
- ❖ Good manual dexterity and motor coordination
- ❖ Dress requirement: uniform required

COURSE LENGTH

One semester course

ROP CERTIFICATE OF TRAINING

An ROP certificate of completion, including competencies, is awarded to students who complete the course.

HIGH SCHOOL CREDITS

Upon successful completion of the class, credits earned in ROP are forwarded to each student's respective high school. credits may be applied toward fulfillment of the requirements for a high school diploma.