



The Premier Provider of Career Technical Education

MEDICAL ASSISTANT

We provide relevant and rigorous technical education that prepares students for career and college.

Baldy View ROP's 38-week Medical Assistant program prepares students to learn the many skills of administrative and clinical medical assisting, including medical front office and phlebotomy. The program offers a work-based learning component that includes real world, hands-on clinical training during classroom instruction, in a medical office, clinic, or urgent care setting. Don't forget to ask about Financial Aid! Invest today, work tomorrow!



STUDENTS LEARN HOW TO:

- Perform medical office administrative tasks
- Obtain vital signs, administer medications, perform 12 leads EKG, administer injections, and collect samples for testing
- Perform medical/surgical asepsis
- Adhere to HIPAA guidelines and regulations
- Complete medical office laboratory procedures and diagnostic testing
- Conduct pre-exam procedures such as vision and audiometry testing

READY TO BEGIN YOUR CAREER AS A MEDICAL ASSISTANT?

PROGRAM REQUIREMENTS:

- Must possess a High School Diploma, GED, or Equivalency Diploma
- Negative Tuberculosis Immunization or chest X-ray (Hepatitis B Immunization recommended)
- Must be 18 years of age

STUDENT ADMISSION PROCESS:

- Call or schedule an appointment to visit the Career Training Center (CTC) campus
- Complete the BVROP Adult Application and Questionnaire
- Receive a passing score of 5 or higher on the Test of Adult Basic Examination (TABE) for Reading and Math Computation
- Sign an Enrollment Agreement and pay the registration fee upon confirmation of admission requirements
- Attend a mandatory orientation and submit applicable payment



LOCATION	CLASSROOM	PROGRAM TIMES	DAYS	START	END	COST
Career Training Center 1501 S. Bon View Ave. Ontario, CA 91761	502	8:00 AM - 12:00 PM	MTWThF	1/14/19	Fall 2019	\$13,350

BALDY VIEW REGIONAL OCCUPATIONAL PROGRAM—MEDICAL ASSISTING

TABE EXAM DATES & TIMES:

Testing will be ongoing until all available seats for the Medical Assistant program have been filled.

- Tuesdays between 12:30 pm and 3:30 pm
- Thursdays between 12:30 pm and 3:30 pm
- Wednesdays between 11:45 am and 6 pm
- 1st and 3rd Monday of each month at 11:30 am
- Other times may be considered upon request.

TABE EXAM PROCESS:

1. Schedule the TABE Exam through the CTC front office. Walk-ins are also welcome!
2. Study/prepare for the TABE Exam. A complimentary resource sheet can be found at www.baldyviewrop.com/adults.
3. Complete the TABE Exam with a passing score of 5 or higher.

TABE EXAM DETAILS:

- TABE Level D/Form 9 & 10—Reading
- TABE Level M/Form 9 & 10—Math Computation
- No cost for exam!
- Receive results immediately after the exam!

ACCREDITATION:

Baldy View ROP's Medical Assistant program is accredited by the Council of Occupational Education.

ARTICULATIONS:

Articulations are established to align existing technical preparation programs and career-technical education curriculum between schools and community colleges. The Medical Assistant Program offered by Baldy View ROP currently has an articulation agreement with Chaffey College and Mt. San Antonio College. Articulated courses through Chaffey College are currently NURAST 400, NURAST 400L, AND NURAST 405 & 450 for 3 credits. Articulated courses through Mt. San Antonio College includes MEDI 90 supported by 3 credits. Articulations may change depending on each institution involved.

Course Title	Theory Hours	Clinical Hours	Total Hours
Medical Assistant Foundations	40		
<i>Roles & Responsibilities</i>			
<i>Law & Ethics/Legal Implications</i>			
<i>Effective Professional Communication</i>			
Medical Terminology	60		
Human Anatomy	80		
<i>Physiology</i>			
<i>Pathology</i>			
Emergency Care	10		
<i>CPR</i>			
<i>First Aid</i>			
Front Office	48		
<i>Administrative Functions</i>			
<i>Practice Management</i>			
<i>Basic Practice Finance</i>			
<i>Medical Insurance/Billing and Payment</i>			
Back Office	130		
<i>Infection Control & Medical Asepsis</i>			
<i>Back of the Safety/First Aid/CPR</i>			
<i>General Physical Exams/Prep/Assisting</i>			
<i>Body Measurements & Vital Signs</i>			
<i>OB/GYN Exams</i>			
<i>Pediatric Exams</i>			
<i>Cardiology Procedures</i>			
<i>Minor Surgery Prep/Assisting</i>			
Laboratory Techniques	40		
<i>Diagnostic Testing</i>			
Medication Administration Procedures	40		
<i>Pharmacy Fundamentals</i>			
Phlebotomy	40	40	
Career Development	20		
Clinical Externship		200	
TOTAL APPROVED BVROP HOURS	508	240	748

Adult students are required to travel to Redlands three (3) weekends during the program for Phlebotomy and Venipuncture training.

CONNECT WITH US!



www.baldyviewrop.com



Route 86 now offering direct bus service to the Career Training Center!

Career Training Center
1501 S. Bon View Ave.
Ontario, CA 91761
909-347-3400