



## Medical Assistant (Evening) Training Program

**Start Date:**

**Please contact our front desk staff. (650- 330-6429)**

**Location:**

**1200 O'Brien Drive, Menlo Park, CA 94025**

**Length of Training:**

**4 modules+ Externship: 24 weeks (640 hours) including the externship**

Module 1	Intro to: MA Profession, Medical Laws & Ethics, Interpersonal Communication, Patient History, Exam & Treatment Areas
Module 2	Patient Education, Schedule & Financial Management, Billing & Coding, Special Senses
Module 3	Clinical Skills & Assisting in Specialty Exams
Module 4	Assisting with Minor Surgery, Orientation to Lab, Sterilization Techniques, Microbiology & Diseases, Physical Therapy, Nutrition & Health
*Required Externship 160 Hrs. – 4 weeks	Clinical Externship at a designated Medical Facility (Placement at externship is contingent upon classroom and instructional requirements. See below.)

**\*Required Externship:**

Participation in externship will be based upon successfully completing the first four modules of class and on instructor's recommendation. **Successful completion of externship will be required to obtain a Certification of Achievement** for the Medical Assistant Training Program.

**Class Days/Time:**

Monday through Thursday, 3:30 p.m. to 8:30 p.m.

**Entry and Class Requirements:**

Attend JobTrain Orientation, complete WONDERLIC assessment with scores of the 9<sup>th</sup> grade level or better in reading comprehension and must be a High School graduate and must be 18 years of age. Needs to have basic math skills and show evidence of good health and verbal skills. **Must not have any adult criminal convictions or any pending charges of any court** (other than minor traffic convictions) or have proof of expungement or dismissal of conviction. **A background check will be done during the first week of the program. Updated immunizations including 2 Step TB skin test or Quantiferon, 3 series of Hepatitis B or Titer, 2 doses of MMR or Titer, 2 doses of Varicella or Titer, Flu, and complete Physical Examination to participate in Clinical Externship.** Students must maintain a **95% attendance level and a GPA of 75% and above.** Students must pass a final clinical skills check-off (evaluation) from the Medical Assistant Instructor prior to externship.

**Instructional Outcomes:**

Participants will develop, identify, and analyze instructional skills that will lead to job opportunities in the medical field. Through various lectures and hands on experience, students will be able to implement a variety of medical assistant skills such as:

- Medical Terminology
- Medical Billing & Coding
- Correspondence, Mail Processing & Distribution
- Vital Signs with Height & Weight
- General Administrative Duties & Customer Service
- Autoclave & Sterilization Process
- First Aid & Bandaging Techniques
- Following HIPAA & OSHA guidelines
- Injections and Venipuncture
- Assisting in Complete Physical Exam & Specialties
- Instrument Identification & Setting-Up for Surgical Procedures
- CPR Certification and EKG Procedures
- Patient Teaching through Pre-Operative & Post-Operative Instruction
- Life Skills & Job Readiness Training

**JobTrain Certifications Offered:**

Certification of Completion for Medical Assisting Program

**National Certification Track:**

Profession Industry Certification: NCCT-National Certification Of Competency Testing  
(Optional: Certification is not required for Employment in California)

**Career Opportunities:**

Medical/Dental Offices, Optometrist offices, Wellness Centers, Surgical Center and other Medical Specialty and Outpatient facilities.

**Mission Statement:**

JobTrain is committed to helping those who are most in need to succeed. Our purpose is to improve the lives of people in our community through assessment, attitude and job skills training, and high potential career placement.



## **ADMISSION POLICY**

JobTrain vocational training programs are open to students regardless of whether they have graduated from high school, and regardless of their eligibility for funding.

- JobTrain counselors enroll students in classes based on their judgment of the students' ability to benefit from training, considering a broad range of factors including students' academic skills, employability, availability, completion of prerequisite activities or classes, attitudes, and previous training and employment history.
- In case enrollments are limited by class size, priority may be given to students based on availability of funding, education, aptitude, and other factors. Since some funding sources impose particular requirements regarding residence, barriers to employment, Selective Service registration, income, gender, etc., those may be factors considered in prioritization of enrollments.