



Medical Assistant School

- Classes begin June 2022 – **PLEASE APPLY BY 4/30/2022**
- Program Length: 6-9 months (classroom instruction and externship)
- Low Tuition: \$2,500 (financing available; returned upon successful completion of the program and 1 year of employment at CCHC)
- Guaranteed job at CCHC or local partner organization upon completion of the program
- Eligible to sit for Certified Medical Assistant (CMA) exam

Curriculum Overview:

- Core
 - Intro to computers/word processing
 - Study skills and critical thinking
 - Professional communication and service excellence
 - Cultural competency
 - History and trends in healthcare
 - Intro to the Medical Assistant
 - Medical terminology
 - Overview of Anatomy & Physiology
- Administrative
 - Role of the Administrative Medical Assistant
 - Role of the Receptionist
 - Office equipment and environment
 - Screening, patient registration and appointment scheduling
 - Billing and coding
 - Fees, Accounting, and Payroll
 - Safety and Preparedness
- Clinical
 - Medical Asepsis/Infection control
 - Patient interview, history and documentation
 - Patient screening intake
 - Vital signs, height, weight, BMI
 - MA duties (draping patients, physical exam assist, wound care, etc.)
- General
 - Community outreach and Marketing
 - Facility management
 - What is an FQHC?
 - Patient advocacy, Liaison, Navigator
 - Professional development & Leadership
- Electronic Health Record (HER) training

Application Requirements:

- High school diploma/GED

- Must complete a pre-assessment/test to identify basic comprehension and interest of the student
- Must be fully vaccinated against COVID before program start (healthcare setting)
- Must have all immunizations up-to-date before program start (Flu shot, Hep-B, MMR)
- Must undergo a background check prior to program start (needed for CCHC employment)
- Must submit to a drug screen before the start of your externship

Graduation Requirements/Must be met in order to qualify for certification

- Students must maintain a 3.0 GPA in order to qualify for their externship
- 160 externship hours
- 720 curriculum hours
 - 400 hours classroom instruction
 - 320 hours skills lab
- CPR certification (included in the program)

About CCHC and its Medical Assistant School

- Founded in 2004, Comprehensive Community Health Center is a non-profit Federally Qualified Health Center (FQHC)
- Serving over 40,000 patients, CCHC is the 7th largest FQHC in Los Angeles County
- CCHC's mission is to ensure the health and wellness of each individual so they may reach their fullest human potential within a caring environment
- CCHC has five locations in the cities of Eagle Rock, Highland Park, Glendale, North Hollywood and Sunland. Students will be provided a full time position at one of CCHC's locations upon successful completion of the program
- Upon program completion and as a CCHC employee, you will receive a competitive salary, two weeks paid vacation, 401K matching, employer paid health, vision, dental, and life insurance
- CCHC's MA School is located at 801 S. Chevy Chase Dr., Glendale, CA 91205

For more information or to apply, please contact:

Brianna Kennedy (she/her/hers)

(818) 630-2206 | briannak@cchccenters.org



Comprehensive Community Health Centers

Medical Assistant Program Application

801 S. Chevy Chase Dr. Ste. 25 Glendale, CA 91205

Phone: (818) 630-2214 Ext. 1493

Fax: (818) 844-5061

Please complete the following application. There will be 3 steps in the application process:

Step 1: Complete the application below

Step 2: A link will be sent to your email, where you will complete a more in depth application and upload required documents

Step 3: Complete a pre-assessment, consisting of basic math and reading skills

Please email all completed applications to Brianna Kennedy at briannak@cchccenters.org

Personal Information

Full name: _____

Date of Birth: _____	Male	Female	Other	Prefer not to say
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Phone: _____	Email: _____
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Street Address: _____

City: _____	State: _____	Zip Code: _____
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Will you need language assistance or translation?	Yes	No
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Educational Background

School Name: _____

Date of Graduation: _____	Currently Enrolled
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GPA: _____

Academic Recognitions: _____

Volunteer or Extracurricular Activities Related to the Medical Field: _____

How did you hear about this program? _____

Essay Questions

Please provide responses to the following questions on a separate page and submit with your application. Responses should be no more than a half a page each.

1. Why are you interested in becoming a Medical Assistant?
2. What are your long-term career goals?
3. How have you prepared for this program?