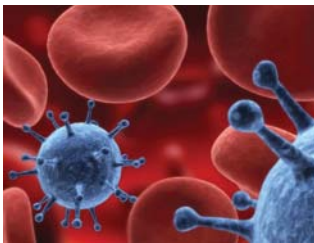


GALT ADULT SCHOOL MEDICAL ASSISTING PROGRAM



Course Description:

This nine month course is progressively designed and prepared to meet and exceed California's requirement standards for didactic (classroom) and practical (hands-on) medical instruction, in route to becoming a successful Medical Assistant as well as a Health Care professional. Students will learn and discuss some of the many fascinating, historical and modern concepts encompassing the 'practice of medicine' as it correlates to health care; then, advance through fundamental medical science and health care standards, including medical terminology- its origins and concepts, anatomy/physiology, infection control standards, along with *Front/Back* office related duties and responsibilities, clinically expected of a top notch Medical Assistant and within their broad scope of practice.



This course is also designed for the experienced healthcare professional, and can be taken as a refresher course to reinforce critical thinking and practical skills necessary to assure confidence in seeking better career opportunities and advancements. In addition, this course provides for increased medical terminology language comprehension, as well as clinical specialties' support for those who may be considering a change or advancement; for example, a receptionist or medical service coordinator, advancing to a "Lead Medical Assistant" in a specialty medical group, such as Cardiovascular Surgery.

*Galt Adult School
150 Camellia Way, Room 10
Galt, California 95632*

Phone: 209-745-5852

Fax: 209-745-2963

E-mail: dmcgee@ghsd.k12.ca.us



GALT ADULT SCHOOL

Comprehensive Medical Health Care Training

**MEDICAL
ASSISTANT**
*Career and Technical
Education Course*



*"Changing Our
Community Through
Education"*

Tel: 209-745-5852



Medical Assisting with Confidence



Prepare for the Medical Assisting Field

This exciting career training opportunity is a comprehensive, clinical and technical nine month course in Medical Assisting including its various Specialties.

Students will learn and understand the current health care industry, from a 'bird's eye view', to more fully comprehend the diverse range of medical practices, individual specialties, research and the sheer capacity of the industry's overall potential for successful treatments, surgeries, and procedures, as well as the potential for harm; and, more importantly, the reasons why our medical industry must be carefully regulated, monitored and maintained on a continuous basis.

Externship Requirement:

After successful completion of this course with a grade of "B" or above, students will complete a 160 hour externship, or greater, under the supervision of a *Medical Office Supervisor* and/or a designated *Preceptor* at

U.C. Davis Medical Center

Class Begins: January 9, 2012

Class Times: Mon-Thurs. 5:30-8:30 P.M.

For more information or to register for this course, call 209.745.5852

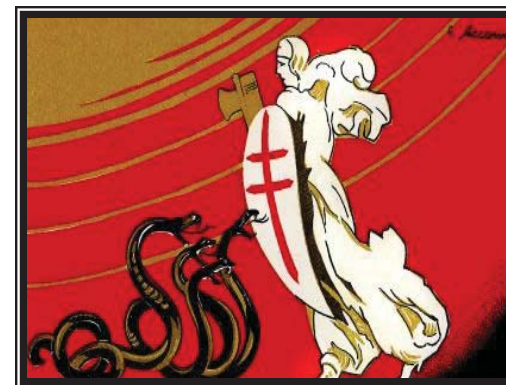
(Class Fee: \$1270.00 Includes Textbooks, Scrubs, and Registration Fee)

This Course Includes:

- ◆ Medical Terminology
- ◆ Anatomy and Physiology
- ◆ Vital Signs, Practice & Procedures
- ◆ Injections
- ◆ Phlebotomy
- ◆ Clinical Laboratory Procedures & Specimen Analysis
- ◆ Clinical Microbiology Concepts
- ◆ Medical Ethics, Laws & Principles
- ◆ Medical Information Computer Technology
- ◆ Administrative Medical Office Practice & Procedures
- ◆ Health Information Management in the Medical Office & Clinic
- ◆ Medical Billing & Coding Procedures
- ◆ Medical Insurance/Managed Care Policies & Procedures
- ◆ Financial and Practice Management
- ◆ Intake, Flow Sheet & Charting Procedures
- ◆ Pharmacology Math for Medical Students
- ◆ CPR and First Aid
- ◆ Externship Training at U.C. Davis Medical Center

Our Goal and Objective:

"To secure a Medical Assistant position in a reputable medical facility where continued development will enhance my hands-on skills and knowledge as a Health Care Professional".



ENROLL NOW!!!

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