

# CR COLLEGE OF THE REDWOODS

**Adult & Community Education  
Medical Assisting Program  
525 D Street  
Eureka, CA 95501  
707-476-4500**

## **Certified Medical Assisting**

The College of the Redwoods' Medical Assisting program is a one (1) semester program with admission by application / random lottery. Upon successful completion of the Program, the student will take the National Healthcare Association (NHA) Certified Clinical Medical Assistant (CCMA) exam. Students will enroll in these two (2) courses that includes a 144-hour Clinical Externship and will be offered as follows for Spring 2024:

MA-201	Medical Assistant Training Program	August 20, - October xx 2024
MA-201A	Medical Assistant Training Program Externship	October xx – December xx, 2024

### **The program includes**

- Front and Back office Medical Assistant skills
- Medical Terminology
- CPR & First Aid
- Venipuncture and Injection Certification
- Basic Healthcare Office Procedures
- Clinical Externship at a Local Healthcare Facility

### **General Information**

1. The Medical Assisting Program at the Eureka Downtown site is offered in Fall and Spring semesters. The program will be offered in a hybrid format with some course work online and labs face to face.
2. Evaluation of the Medical Assistant is based upon theoretical knowledge, medical assisting skill proficiency, and the application of both in the clinical setting. In addition, students must complete a **mandatory** 144-hour clinical externship and pass the NHA CCMA exam.
3. To progress through, and graduate from the Medical Assisting program, students must achieve at least 70% on the Mid-Term and Final Exams and pass all the lab class sessions to be allowed to move on to the Externship.
4. All students are required to complete a Background Check(s). If a student's background check (criminal record) does not satisfy the requirements of any one clinical agency, or the

clinical agency refuses the student access to patients for any other reason, the Program will not be able to provide alternate experiences and the student must withdraw from the Program.

5. All Medical Assisting students must possess sufficient computer literacy skills to complete Internet research, communicate by email, create, and upload electronic documents, manage data storage devices, and use web-based instructional materials and applications. Those without these skills are encouraged to take EDUC 203 – Getting Started with Computers and/or EDUC 203 – Getting started in Online Classes with Canvas prior to applying to the Medical Assistant program.
6. Availability of clinical facilities necessitates admitting a limited number of students to each class. Therefore, if qualified applications exceed the number of seats available, a random ranking by lottery at the end of the Application Period will determine Accepted vs. Waitlisted letters.
7. The demands of the Medical Assisting program are many; most students find it difficult to work more than part time. Clinical scheduling, assignments, etc. cannot be altered due to an individual's outside employment. In addition, personal life issues need to be in balance to be successful in the program. You must have reliable transportation, reliable childcare (if applicable), and an ability to be punctual to assigned classes and clinical locations. Finally, tardiness is not an acceptable performance standard in the professional world, or for this program.
8. Freedom from alcohol and/or drug abuse, and emotional illness that could jeopardize the student's ability to provide safe client care is essential. Students are advised to seek voluntary aid for conditions that could, if left unattended, lead to disciplinary action and/or prevent completion of the program.
9. Students must notify the Adult & Community Education Office of any change in address and/or phone number. **Changing your contact information through Web Advisor or the College does not change it with this office.** The Adult & Community Education Office uses your contact information to notify you of waitlist vacancies. If the Office does not have your current contact information (mailing address, telephone and/or student email), our ability to notify you is lost. Not being able to notify you means that you will not receive critical information regarding your waitlist number, which could result in losing your seat.
10. Cost of the Program APPROXIMATELY **\$450**. (Subject to change)
  - a. Enrollment fee – This is a non-credit course, **so there is no enrollment fee**
  - b. Books, supplies and materials are included
  - c. Required uniforms – 3 pairs of scrubs (included in the program at no cost.)
  - d. Comfortable shoes, but no open-toed shoes or crocs, and possibly a watch with second display approximately \$200
  - e. National Healthcareer Association – Certified Clinical Medical Assistant Exam – Included with the class.

- f. Physical Exam – cost will vary based on your doctor’s fee and your insurance or you can schedule an exam at the Student Health Center for free. (476-4149)
- g. Background check approximately \$32.
- h. Immunizations for students who do not have the required immunity to several communicable diseases may cost over \$220. Most are available through your doctor, a local pharmacy, or the Public Health department. If you have no medical insurance or are underinsured, you may qualify for greatly reduced vaccine costs through the Public Health Department. **These vaccines are absolutely required – no exceptions.**  
**Public Health Main Clinic, Eureka**  
**529 I Street Eureka, CA 95501**  
**707-445-6200**

### Required Immunizations

<u>Immunization or Titer</u>
COVID, Moderna – 2 doses plus booster (prior to 2023)
COVID, Pfizer – 2 doses plus booster (prior to 2023)
COVID, J&J - 1 dose plus booster (prior to 2023)
COVID, (2023- present) 1 dose
Flu - current season (annually, August – April) – 1 dose
Hepatitis B – (option 1) Hepislav, 2 doses
Hepatitis B – (option 2) Energix / Recombivax, 3 doses 4 weeks between 1st two doses, 8 weeks between dose 2 & 3, but 16 weeks between dose 1 & 3
Measles – 2 doses, 4 weeks between doses
Mumps - 2 doses, 4 weeks between doses
Rubella - 2 doses, 4 weeks between doses
TB - PPD – 2 Negative tests or 1 QuantiFERON test – no more than 3 months old
TDAP – 1 dose
Varicella/Chicken Pox – 2 doses – 4 weeks apart

Other costs may occur as needed for successful completion of the class. Healthcare requirements are subject to the requirements of the clinical site and CR’s policies and are subject to change

## **Important Dates to Remember**

- Applications will NOT be accepted after July 3<sup>rd</sup>, 2024 at Noon (arrived in our office, postmark does not count)
  - Can be mailed, emailed, faxed or delivered in person.
  - Application available on the website at <https://www.redwoods.edu/communityed/Detail/ArtMID/17724/ArticleID/3706/Medical-Assisting>
- Acceptance/Waitlist letters will be mailed no later than July 3<sup>rd</sup>, 2024
  - If accepted, you must confirm by submitting the **Add Card** (enclosed with your letter) to the Adult & Community Education Office by July 31<sup>st</sup>, 2024.
  - If moved from the waitlist to the accepted list, you will be notified by phone from the Adult & Community Education office and will be asked to submit your add card.

## **Class Meetings**

### **Mandatory Orientation:**

- August 20, 2024 9a-3p
- Students **must** bring the following:
  - Proof of **all** required immunizations
  - Copy of background check.
    - Any students who do not bring these will be immediately dropped from the class.
  - We recommend submitting the items listed above **prior** to the Mandatory Orientation date.

### **Location of Class:**

- Online
- Labs & Face to Face
  - Location: Adult & Community Education 525 D Street Eureka, CA 95501

Location of Clinical Rotations: At your assigned local Healthcare Facility.

The Adult & Community Education office is in Downtown Eureka and is surrounded by restricted parking. Restricted parking allows for 2-hour parking only. You will receive a parking ticket if you're parked in restricted area for more than 2-hours. We have a designated parking lot for College of the Redwood students. We will provide a map of the area upon registration.

### **Plan for Daycare:**

Face to Face labs are scheduled to run from 9a-3p. Also, when you are placed in your externship, you will be working eight-hour clinical days. Hours of operation are at the discretion of the local medical office; they are usually between the hours of 8:00 a.m. and 5:00 p.m.

## **Student Code of Conduct:**

This is a job training program, and you are expected to treat this training as a job. This means you must adhere to the following:

- Attend all class meetings and all skills labs.
  - Must call instructor or clinic manager if an absence cannot be avoided.
- Attend all Clinical days.
- Arrive on time and stay for the entire class day.
- Keep your cell phone always put away during class or at the clinical site.
- Treat classmates, the instructor, office staff, and clinical staff with respect.
- Meet all requirements to enter the clinical rotation:
  - Background check
  - Immunizations – must be a record showing dates received.
  - Signed documents (these will be signed at the orientation):
    - Release of Medical Information form
    - Student Handbook
    - Student Acknowledgement of Patient Confidentiality
    - MA Student Contract
    - Practicing on Others
    - Health History Form
    - Release of Information
  - Other Required Items:
    - Physical Exam – we will provide the form to be used
    - Name Badge – will be processed during a face to face lab day

All applicants must comply with the College of the Redwoods Student Conduct Code and Disciplinary Procedure Board Policy AP 5500 otherwise; they will be referred to the College Disciplinary Officer. The Student Conduct Code and Disciplinary Procedure Board Policy AP 5500 can be accessed at the following link:

<https://www.boarddocs.com/ca/redwoods/Board.nsf/goto?open&id=ARKSTR7410A2>

### **Wage and Job Opening Information on Medical Assistants:**

- All of California, for “Medical Assistants,” **AVERAGE** wage for 2021 is \$20.02
- North Coast Region, for “Medical Assistants,” **AVERAGE** wage for 2021 is \$21.41
- In California, jobs for Medical Assistants are expected to increase by 29.2 percent, or 24,800 jobs between 2016 and 2026.

Wage information from LMID <http://www.labormarketinfo.edd.ca.gov/>

### **Application Procedure: Medical Assisting Program**

**The applicant must:**

1. Complete the On-Line CR Application found at the following link:  
<https://www.redwoods.edu/admissions/Newhome/1-Apply>

To participate in the Program admission lottery, an applicant must have a College of the Redwoods' student identification number that has been assigned following submission of the CR On-Line application.

2. *Applications for the Medical Assistant Program are submitted by mail, email (no pictures) or in person to the Adult and Community Education Office and must be received during the Application Period; no sooner than June 5<sup>th</sup> at 12:00pm and no later than July 3<sup>rd</sup>, 2024 by 12:00pm. All applicants will receive an email notification once application has been received.*

**Mail to:**

***Adult and Community Education Office  
College of the Redwoods  
525 D Street  
Eureka CA 95501***

**Selection Process**

Upon receipt, applications are reviewed for completeness.

Applications may be rejected if there are any unverified and/or invalidated entries on the form. the application is incomplete. Applicants are then placed in the lottery and assigned a number in they are drawn. If there are more than 16 applicants, the remaining applicants will be assigned a waitlist number. The Adult and Community Education Office will notify students **by mail** of their acceptance into the Medical Assistant Program or their Program Wait List number. Letters will be mailed out July 3<sup>rd</sup>, 2024

If you have questions regarding acceptance for the Medical Assisting Program, please call 707-476-4500 or come to our office located in Eureka at 525 D Street.



*\*\*\*I understand I must hold at least a high school diploma, GED, or equivalency to be eligible for the program. Initials \_\_\_\_\_*

**Please check one of the following that reflects your educational status.**

GED / HiSET    California High School Proficiency Exam

High School Graduate    College Degree - Name of School: \_\_\_\_\_)

In Progress course or certification at a regionally accredited California college or university, or a certified adult education center; course description and proof of registration must be submitted.

School \_\_\_\_\_ Anticipated Completion Date \_\_\_\_\_

I declare under penalty of perjury that the above information is true and correct.

Name (print) \_\_\_\_\_

Name (signature) \_\_\_\_\_

Date \_\_\_\_\_

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**Office Use Only:**

Received by: (College of the Redwoods, staff name) \_\_\_\_\_

Date Received \_\_\_\_\_ Time Received \_\_\_\_\_

Walk-in    USPS Mail    E-mail    Fax

All data entered on tracking sheet by: \_\_\_\_\_