

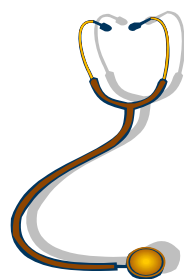
# CENTRAL SIERRA REGIONAL OCCUPATIONAL PROGRAM

Administration Office: 4675 Missouri Flat Road, Placerville, CA 95667  
(530) 622-5081, ext. 7239

## Medical Assistant

This Course prepares students for entry-level employment as a Medical Assistant to work in both the administrative and clinical settings of a medical facility. It also qualifies students to be eligible to take the California Certified Medical Assistant examination.

### COURSE OUTLINE >



- **Medical Terminology**—Learn word parts, definitions, abbreviations
- **Technical References**—Learn how to use medical & standard dictionaries, and a PDR, and do diagnostic/procedural coding
- **Anatomy & Physiology**—Learn about the body as a whole and body systems
- **Psychological Aspects of Medical Assisting**—Learn how to communicate with patients, patient relations, and all about professionalism
- **Legal and Ethical Issues**—Learn California medical assistant regulations, medical practice law in California, Drug Enforcement Administration regulations, CAL/OSHA, CLIA, consents, liability, medical records, confidentiality and patient rights, personnel standards
- **Patient Education**—Learn written and oral instructions, prescriptions/refills, diagnostic testing, nutrition/diet therapy and fitness/weight control
- **Infection Control**—Learn principals of asepsis, sterilization procedures, how to assist with minor surgery
- **Patient Preparation**—Learn how to take vital signs and prepare patients for examinations
- **Lab Procedures/Diagnostic Testing**—Learn how to instruct the patient, prepare equipment/supplies, how to collect and process specimens and how to screen test (urinalysis, hematology, pregnancy testing, electrocardiology, vision testing)
- **Patient History**—Learn essential parts of medical history
- **Administering Medications**—Learn drug classifications, side effects, drug dosages, systems of measurement, methods of administration (intradermal, intramuscular, subcutaneous injections), medication inventory, recording in medical record, prescriptions, and controlled substances
- **Office Emergencies/CPR Training**—Learn policies/procedures, equipment/supplies, first aid
- **Secretarial Skills**—Learn how to correspond, telephone techniques, process incoming/outgoing mail, postal services, office equipment operation
- **Appointment Scheduling**—Learn about appointment systems, making appointments, and information required
- **Computer Concepts**—Learn components, terminology and electronic claims processing
- **Medical Records**—Learn records management, filing systems, filing process, legal guidelines, and transfer/retention of records
- **Bookkeeping and Billing**—Learn practice finances, coding and third party insurance billing
- **Time & Facility Management**—Learn to establish priorities, equipment & supplies and office housekeeping

### CONTACT

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