



## **MEDICAL ASSISTANT: FRONT & BACK OFFICE - COURSE SUMMARY**

(S.O.C. 31-9092.00, 43-4071.00, 29-2071.00, 43-6013.00)

900 CLOCK HOURS

34 TOTAL WEEKS TO COMPLETE CREDIT UNITS

38 TOTAL WEEKS ON-TIME COMPLETION

39.00 SEMESTER CREDIT UNITS



**SINCE 1991**

12901 RAMONA BLVD  
IRWINDALE, CA 91706  
TEL: (626)814-2080  
[WWW.PREMIERECOLLEGE.EDU](http://WWW.PREMIERECOLLEGE.EDU)

REVISED JUNE 2021

**EDUCATIONAL OBJECTIVES:**

To provide the students with the basic knowledge and skills that will qualify them as entry-level medical assistants performing both front and back office duties including taking EKG'S and drawing blood. They can work in doctor's clinics/offices, medical centers, hospitals, medical laboratories, research laboratories, medical schools, pharmaceutical companies or medical insurance companies.

**PROGRAM DESCRIPTION:**

This program is designed to train students in: anatomy and physiology, front office practices, clinical procedures including EKG and phlebotomy, typing/keyboarding, and microcomputer operation.

**COURSE OUTLINE**

COURSE CODE	COURSE TITLE	THEORY CLOCK HOURS	LAB CLOCK HOURS	EXTERN-SHIP CLOCK HOURS	CREDIT UNITS	TOTAL WEEKS TO COMPLETE CREDIT UNITS	ON-TIME COMPLETION (WEEKS)
<b>BASIC SCIENCES</b>							
MA101	ANATOMY AND PHYSIOLOGY	160.00	-	-	10.50	6.40	
<b>BACK OFFICE PROCEDURES</b>							
FB101	CLINICAL PROCEDURES (INCL. FIRST AID AND CPR)	50.00	75.00	-	6.00	5.00	
MA103	ELECTROCARDIOGRAPHY	10.00	40.00	-	2.00	2.00	
MA104	LABORATORY PROCEDURES AND PHLEBOTOMY	25.00	75.00	-	4.00	4.00	
<b>FRONT OFFICE PROCEDURES</b>							
MA105	OFFICE PROCEDURES	70.00	70.00	-	7.00	5.60	
GO105	TYPING/KEYBOARDING AND OFFICE MACHINES	-	50.00	-	1.50	2.00	
GO106	INTRODUCTION TO MICROCOMPUTERS	5.00	20.00	-	1.00	1.00	
FB102	COMPUTER SOFTWARE APPLICATIONS (DATA PROCESSING)	5.00	85.00	-	3.00	3.60	
<b>EXTERNSHIP</b>							
FB103	FRONT AND BACK OFFICE MEDICAL ASSISTANT	-	-	160.00	3.50	4.00	
TOTAL		325.00	415.00	160.00			
PROGRAM TOTAL		900.00			39.00	34.00	38

Satisfactory completion on-time completion of the program and a minimum grade average of 70% (C) are required for graduation. Diplomas are awarded to all graduates.

PROGRAM INFORMATION DISCLOSURES		
PROGRAM NAME: MEDICAL ASSISTANT - FRONT AND BACK OFFICE		
CIP CODE: 51.0801		
PROGRAM LENGTH:		
TOTAL WEEKS TO COMPLETE CREDIT UNITS: 34		
ON-TIME COMPLETION (WEEKS): 38		
RELATED OCCUPATIONS		
OCCUPATION TITLES	SOC CODE	O*NET LINK
Medical Assistants: Medical Assistant, Certified Medical Assistant (CMA), Doctor's Assistant, Medical Office Assistant, Optometric Assistant, Clinical Assistant, Ophthalmic Technician, Optometric Technician, Outpatient Surgery Assistant	31-9092.00	<a href="http://www.onetonline.org/link/summary/31-3092.00">http://www.onetonline.org/link/summary/31-3092.00</a>
File Clerks: File Clerk, Records Clerk, Administrative Assistant, Police Records Clerk, Claims Clerk, Medical Records Clerk, Documentation Specialist, Human Resources Assistant (HR Assistant), Manufacturing Clerk, Office Assistant	43-4071.00	<a href="http://www.onetonline.org/link/summary/43-4071.00">http://www.onetonline.org/link/summary/43-4071.00</a>
Medical Records and Health Information Technicians: Coder, Health Information Clerk, Health Information Specialist, Health Information Technician (Health Information Tech), Medical Records Analyst, Medical Records Clerk, Medical Records Coordinator, Medical Records Director, Medical Records Technician (Medical Records Tech), Registered Health Information Technician (RHIT)	29-2071.00	<a href="http://www.onetonline.org/link/summary/29-2071.00">http://www.onetonline.org/link/summary/29-2071.00</a>
Medical Secretaries: Medical Secretary, Receptionist, Unit Support Representative, Office Manager, Medical Receptionist, Patient Relations Representative (PRR), Front Office Manager, Health Unit Coordinator, Medical Office Specialist, Patient Coordinator	43-6013.00	<a href="http://www.onetonline.org/link/summary/43-6013.00">http://www.onetonline.org/link/summary/43-6013.00</a>
ON-TIME COMPLETION RATE	State (BPPE) Rate: 56%*	
STUDENT RETENTION RATE	Accreditor(ABHES) Rate: 82%*	
TUITION AND FEES	\$7,235.00	
BOOKS AND SUPPLIES	\$2,770.00	
PLACEMENT RATES	Accreditor(ABHES) Rate: 100%*	State (BPPE) Rate: 100%*
MEDIAN TITLE IV LOAN DEBT	\$9,150.00	
MEDIAN PRIVATE LOAN DEBT	\$0.00	
MEDIAN INSTITUTIONAL FINANCING DEBT	\$0.00	
*DATA PER THE 2019-2020 REPORTING YEAR FOR ABHES 2019 REPORTING YEAR FOR BPPE		

## COURSE DESCRIPTION

### BASIC SCIENCES

MA101 - ANATOMY AND PHYSIOLOGY

(160 HRS. - 10.50 CREDIT UNITS)

Medical Terminology based on word building technique shall be introduced to build up the student's medical vocabulary consisting of lectures, exercises, and assessments. Medical terms pertinent to the different systems and structural organization of the body shall be covered. Anatomical description, fundamental body structure, and the structure and function of all the body systems are covered in this course. Abnormalities/diseases associated with the various body systems so that the correlation of these to the normal functions can be understood are also emphasized.

Prerequisite: none

### BACK OFFICE PROCEDURES

FB101 - CLINICAL PROCEDURES INCL. FIRST AID AND CPR

(125 HRS. - 6.00 CREDIT UNITS)

This course is aimed at developing good knowledge and skills in: patient history taking, preparing patients for examination, assisting the physician during examination and treatment, and taking vital signs. Also covered in this course are the potential office hazards and the measures to be taken to prevent them. The universal emergency medical identification system and all aseptic and safety precautions are emphasized. A 4.5-hour community CPR course through the American Heart Association is required for completion.

Prerequisite: none

MA103 - ELECTROCARDIOGRAPHY

(50 HRS. - 2.00 CREDIT UNITS)

Development of a good knowledge of cardiac anatomy and physiology, the basic principles of EKG, the various types of EKG procedures and their uses, and basic EKG interpretation are the objectives of the course. The practical skills acquired through this section include: proper preparation of the room and patient for EKG, obtaining a quality 12-lead resting EKG, mounting and labeling tracings, identifying and eliminating sources of artifacts, and cleaning up after the procedure.

Prerequisite: none

MA104 - LABORATORY PROCEDURES AND PHLEBOTOMY

(100 HRS. - 4.00 CREDIT UNITS)

This is an introductory course to the medical laboratory. Topics covered are: laboratory safety/quality control, use of microscope, specimen collection, routine laboratory procedures done in a doctor's medical clinic. Hands-on exercises are aimed at developing the student's skills in: educating and assisting patients for various laboratory tests, performing a capillary puncture/venipuncture, performing routine hematology tests; collecting urine, sputum, and stool specimens, performing routine urinalysis, preparing blood smears, the use and care of the microscope.

Prerequisite: none

**FRONT OFFICE PROCEDURES**

MA105 - FRONT OFFICE PROCEDURES

(140 HRS. – 7.00 CREDIT UNITS)

This course includes an introduction to the healthcare system and medical insurance, including basic knowledge in scheduling of patients and preparing patients for examination by the doctor. Reception duties including data entry, answering phones, verification of insurance, and obtaining authorization for consultations and medical procedures shall be covered. Bookkeeping procedures are explained and balancing of the patient's ledger are performed. Coding diagnoses and procedures using the ICD-9-CM and CPT systems are presented including introduction to the coming ICD-10-CM coding systems.

Prerequisite: none

**TYPING / COMPUTER PROCEDURES**

GO105 - TYPING/KEYBOARDING AND OFFICE MACHINES

(50 HRS. - 1.50 CREDIT UNITS)

This course is aimed at helping the student master the keyboard. A minimum typing speed of 30-35 wpm is required for completion.

This course also emphasizes the use of the electronic calculator in solving everyday business problems. Mastery of the touch method of electronic calculation is achieved through repetitive practical exercises.

Prerequisite: none

FB102 - COMPUTER SOFTWARE APPLICATION

(90 HRS – 3.00 CREDIT UNITS)

Data processing is taught through lectures and lots of hands-on exercises.

Prerequisite: none

**EXTERNSHIP**

FB103 - FRONT AND BACK OFFICE MEDICAL ASSISTANT EX-TERNSHIP

(160 HRS. - 3.50 CREDIT UNITS)

Upon successful completion of the didactic (classroom) training, the student is placed on a month externship rotation in a doctors' office, clinic, hospital or medical laboratory, connected with Premiere Career College. This gives the student a practical clinical experience prior to graduation.

Prerequisite: Completion of MA101, MA102, MA105, GO105, GO106, and FB102.

**TUITION FEES****EFFECTIVE April 01, 2022**

DESCRIPTION	
TUITION	\$6,855.00
REGISTRATION FEES	\$75.00
STRF	\$25.00
<b>SUB-TOTAL</b>	<b>\$6,930.00</b>
BOOKS	\$940.00
UNIFORMS	\$80.00
SUPPLIES	\$450.00
KIT	\$150.00
MEDICAL FEES	\$300.00
COMPUTER/SOFTWARE	\$1,150.00
<b>SUB-TOTAL</b>	<b>\$3,070.00</b>
<b>TOTAL</b>	<b>\$10,025.00</b>

**CLASS SCHEDULE**

DIDACTIC TRAINING	MONDAY-FRIDAY	AM	8AM-1PM
		PM	1PM-6PM
CLINICAL TRAINING / EXTERNSHIP	MONDAY-FRIDAY	1ST SHIFT	8AM-5PM
		2ND SHIFT	9AM-6PM
		3RD SHIFT	Hours are dependent on the schedule provided by the supervisor of the clinical facility where the student is assigned to do the training.