

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: 85%*	
STUDENT RETENTION RATE	Accreditor(ABHES) Rate: 92%*	
TUITION AND FEES	\$12,325.00	
BOOKS AND SUPPLIES	\$3,070.00	
PLACEMENT RATES	Accreditor(ABHES) Rate: 95%*	State (BPPE) Rate: 89%*
MEDIAN TITLE IV LOAN DEBT	\$9,460.00	
MEDIAN PRIVATE LOAN DEBT	\$0.00	
MEDIAN INSTITUTIONAL FINANCING DEBT	\$0.00	
*DATA PER THE 2017-2018 REPORTING YEAR		



**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

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REVISED AUGUST 2019

## ABOUT THE COLLEGE

### History

Premiere Career College is the fulfillment of a dream of dedicated educators who for almost three decades have devoted their lives to promoting a sincere, honest, and student-oriented vocational training. Since 1979, Fe Ludovico-Aragon and Enrique Aragon have been involved in allied health education. Their passion for quality vocational training grew when they saw how it drastically improved the quality of students' lives.

Witnessing displaced homemakers, dislocated and injured workers, migrants from underprivileged countries, and young people in general become successful and productive members of society inspired them to pioneer quality vocational training programs. Soon, their vision became a reality. In November 1991, loaded with hope and enthusiasm, Premiere Career College was born. The College officially opened and the first classes started in March, 1992. For more than two decades, it has trained and placed students from all walks of life into productive occupations.

Premiere Career College received its initial grant of accreditation from the Accrediting Council for Independent Colleges and Schools (ACICS) on September 29, 1995 through December 31, 1998.

In April, 1998 before the initial grant expired, the college was reevaluated and was granted a new grant of accreditation through December 31, 2004.

In May 2004, after an evaluation of the college for its application for the renewal of its new grant of accreditation before its expiration in December 2004, it was awarded eight years (through December 31, 2012) which at that time was the longest award any institution could receive. In addition, Premiere Career College was recognized as an HONOR ROLL INSTITUTION with DISTINCTION. It was awarded a PLAQUE of recognition at the ACICS Annual Meeting in Orlando, Florida on June 16, 2004.

In August 2012 before the expiration of its current accreditation and after it was evaluated again, the college was awarded a NEW grant of accreditation through December 31, 2018. For the second time, Premiere Career College was again recognized by ACICS as an Honor Roll Institution. In its letter to the college, ACICS, congratulated the school for demonstrating exemplary standards and a clear understanding of the accreditation criteria.

The college was honored at the ACICS Annual Meeting in Las Vegas, Nevada on November 11, 2012.

In June 2106, the college applied to the Accrediting Bureau of Health Education Schools (ABHES) for an initial grant of institutional accreditation.

In November 2016, ABHES wrote a letter of commendation to Premiere Career College for undergoing an on-site evaluation team visit in 2016 (November 2, 3) in pursuit of an initial grant of institutional accreditation that resulted in "ZERO" standard violations.

ABHES also invited representatives of Premiere Career College to attend its 14th annual National Conference on Allied Health Education begin held February 22-24, 2017, in Palm Springs, California where the college will be formally recognized for its outstanding accomplishments.

### 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. - 1.67 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 covers the use and basic operation of office machines such as the electronic calculator, copier, facsimile, postage meter, etc. It 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

(175 HRS – 6.00 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. - 3.55 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.

## COURSE DESCRIPTION

### BASIC SCIENCES

#### MA101 - ANATOMY AND PHYSIOLOGY

(160 HRS. - 10.67 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

(50 HRS. - 2.50 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. - 4.17 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

In February 2017 ABHES Awarded the college the Certificate of Accreditation as an ABHES accredited institutional school effective February 6, 2017 to February 28, 2017

On the same date, February 6, 2017 in a letter to the interim President of ACICS, the college voluntarily withdrew its institutional accreditation from the Accrediting Council for Independent Colleges and Schools, (ACICS).

The College's strength rests in its flexibility and responsiveness to student's intellectual and professional needs. It uses hands-on, real world training with program schedules that accommodate adult learners. When students begin their training, they immediately become part of a community that includes faculty and administrators committed to education in an atmosphere of support and friendship.

The College serves the community with career-oriented programs that are innovative in its curriculum, job intensive in its focus, and responsive to the industry needs.

At Premiere Career College quality education matters and students always come first!

## MISSION

Premiere Career College's mission is to train students from a cross section of academic and economic backgrounds so that they can acquire skills and attitudes that will qualify them to work as entry-level employees of medical/business industries and government.

Premiere Career College aims to achieve its mission by providing quality vocational training to all its students. This is achieved by:

1. providing a safe, comfortable and conducive-to-learning environment;
2. utilizing instructional methods which emphasize practical or hands-on training;
3. using state-of-the-art equipment and materials; and
4. hiring only dedicated and qualified instructional and administrative personnel.

It is also the objective of Premiere Career College to regularly assess its success in realizing its mission by constantly monitoring and analyzing the following:

1. knowledge and skills acquired by the student;
2. retention and placement rates; and
3. employers'/graduates' satisfaction.

TUITION FEES	
EFFECTIVE JUNE 07, 2016	
DESCRIPTION	
TUITION	\$12,250.00
REGISTRATION FEES	\$75.00
STRF	\$0.00
<b>SUB-TOTAL</b>	<b>\$12,325.00</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>\$15,395.00</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.

#### 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 of all courses within the allowed maximum time frame for the program and a minimum grade average of 70% (C) are required for graduation. Diplomas are awarded to all graduates.