



MEDICAL ASSISTANT: FRONT OFFICE - COURSE SUMMARY

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

760 CLOCK HOURS

28 TOTAL WEEKS TO COMPLETE CREDIT UNITS

32 TOTAL WEEKS ON-TIME COMPLETION

32.00 SEMESTER CREDIT UNITS



SINCE 1991

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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 a variety of front office/ administrative duties. Front office medical assistants can work in a doctor's clinics/ medical offices, medical centers, hospitals, medical laboratories, research laboratories, medical schools, pharmaceutical companies or medical insurance companies.

PROGRAM DESCRIPTION:

This program is designed to enable the students to receive sufficient training in: medical terminology, medical correspondence, fundamentals of physical examination and vital signs, bookkeeping, typing/ keyboarding, computers, software applications, office practices and medical coding/billing.

COURSE OUTLINE							
COURSE CODE	COURSE TITLE	THEORY CLOCK HOURS	LAB CLOCK HOURS	EXTERNSHIP CLOCK HOURS	CREDIT UNITS	TOTAL WEEKS TO COMPLETE CREDIT UNITS	ON-TIME COMPLETION (WEEKS)
BASIC SCIENCES							
MA101	ANATOMY AND PHYSIOLOGY	160.00	-	-	10.50	6.40	
MA102	CLINICAL PROCEDURES (INCL. FIRST AID AND CPR)	25.00	25.00	-	2.50	2.00	
FRONT OFFICE PROCEDURES							
MA105	FRONT OFFICE PROCEDURES	70.00	70.00	-	7.00	5.60	
TYPING / COMPUTER PROCEDURES							
GO105	TYPING/KEYBOARDING AND OFFICE MACHINES	-	50.00	-	1.50	2.00	
GO106	INTRODUCTION TO MICROCOMPUTERS	5.00	20.00	-	1.00	1.00	
MA106	COMPUTER SOFTWARE APPLICATIONS (DATA PROCESSING)	5.00	170.00	-	6.00	7.00	
EXTERNSHIP							
FMA101	FRONT OFFICE MEDICAL ASSISTANT	-	-	160.00	3.50	4.00	
TOTAL		265.00	335.00	160.00			
PROGRAM TOTAL		760.00			32.00	28.00	32

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 OFFICE CIP CODE: 51.0716 PROGRAM LENGTH: TOTAL WEEKS TO COMPLETE CREDIT UNITS: 28 ON-TIME COMPLETION (WEEKS): 32		
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	http://www.onetonline.org/link/summary/31-3092.00
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	http://www.onetonline.org/link/summary/43-4071.00
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	http://www.onetonline.org/link/summary/29-2071.00
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	http://www.onetonline.org/link/summary/43-6013.00
ON-TIME COMPLETION RATE	State(BPPE) Rate: N/A%*	
STUDENT RETENTION RATE	Accreditor(ABHES) Rate: N/A*	
TUITION AND FEES	\$6,784.00	
BOOKS AND SUPPLIES	\$2,720.00	
PLACEMENT RATES	Accreditor(ABHES) Rate:N/A*	State (BPPE) Rate: N/A%*
MEDIAN TITLE IV LOAN DEBT	\$0.00	
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

MA102 - 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

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

GO106 - INTRODUCTION TO MICROCOMPUTERS	(25 HRS. – 1.00 CREDIT UNIT)
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This course teaches the parts and functions of the computer. It also includes an introduction to Windows and the mastery of the use of the mouse.

Prerequisite: none

MA106 - COMPUTER SOFTWARE APPLICATIONS	(175 HRS – 6.00 CREDIT UNITS))
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Data processing is taught through lectures and lots of hands-on exercises.

Prerequisite: none

EXTERNSHIP

FMA 101 - FRONT OFFICE MEDICAL ASSISTANT EXTERNSHIP	(160 HRS. - 3.50 CREDIT UNITS)
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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 MA106.

TUITION FEES	
EFFECTIVE JANUARY 04, 2021	
DESCRIPTION	
TUITION	\$6,405.00
REGISTRATION FEES	\$75.00
STRF	\$4.50
SUB-TOTAL	\$6,484.50
BOOKS	\$1040.00
UNIFORMS	\$80.00
SUPPLIES	\$300.00
KIT	\$150.00
MEDICAL FEES	\$300.00
COMPUTER/SOFTWARE	\$1,150.00
SUB-TOTAL	\$3,020.00
TOTAL	\$9,504.50

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