

MEDICAL ASSISTANT

990 Hours • 33 Instructional Weeks



ADMISSION REQUIREMENTS

- High School Diploma or equivalent
- Attend CAJ Orientation
- Assessment Test
Reading: 239 Math: 236

Immunizations*:

- TB/PPD
- MMR (Measles, Mumps, and Rubella) Titers
- Varicella (Chickenpox) Titers
- Hepatitis A and B series (Titers or begin series at start of program)
- Tetanus
- Tdap
- Flu Vaccine (when recommended)
- Meningococcal (recommended)
- Pneumococcal (recommended)

PROGRAM DATES

07/25/22 - 04/19/23
 09/19/22 - 06/08/23
 11/07/22 - 08/10/23
 01/23/23 - 10/11/23
 03/20/23 - 12/11/23
 05/15/23 - 02/14/24

PROGRAM COMPONENTS

Medical Core Classes (Front Office):

- Customer service
- Medical terminology
- Anatomy and physiology
- Computer applications (EHR Sim Chart)
- Typing
- EMR (Electronic Medical Records)
- Insurance with limited billing and coding

Focus Classes

- Clinical back office / theory and didactic
- CPR / First Aid
- Malpractice Insurance

Externship

- 200 hours at end of program

SCHEDULE

Classes Meet In Person

Monday through Thursday

8 hours a day
(with 1/2 hour lunch)

Lab and Externship hours vary

Graduating students will be fully prepared for employment as a Medical Assistant and qualify for the state CCMA and/or national exam. They will also receive a CAJ certificate of completion.

* Documentation of all immunizations required on first day of class. Immunizations must be valid for the entire length of the program.

BOOKS AND MATERIALS

- Kinn's The Medical Assistant - Text, Study Guide and Checklist, and SimChart for the Medical Office, 14th ed. ISBN: 9780323932035 \$257
 - Medical Assisting Exam Review for CMA, RMA, and CMAS Certification 4th ed. ISBN: 9781451192568 \$86
 - Stethoscope and Blood Pressure Cuff Bundle \$37
 - CAJ Uniform
 - Scrub Top \$25
 - Scrub Pant \$25
 (additional charge for size 2XL and larger)
 - CPR (one 4-hour evening class) \$45
 - First Aid Card \$20
 - Drug Test - Panel 10 \$66
- (If additional screening is needed by the company, additional fees may apply)

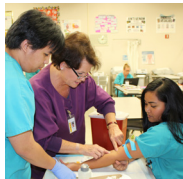
Additional Requirements (Non-CAJ):

- Professional Liability Insurance (Student) www.proliability.com (800) 503-9230 or www.nso.com - (800) 247-1500 (approximate cost) \$43
- Fingerprinting/Background Check (approximate cost) \$48
- Hepatitis A and B series immunizations, must be started prior to entering focus (see your personal physician)
- White tennis shoes (NON-FABRIC)
- Second hand watch for lab work (no smart watches allowed)
- White, cotton, long-sleeve, pull-over shirt may be worn under uniform top.
- Chromebook \$300*

Internet Access and Headset are required for Distance Education components.

*Chromebook cost is subject to change. Supplies are based on availability. Students can opt to purchase from an outside vendor.

WORKBOOKS AND GUIDES MUST BE NEW



FEES

This program qualifies for Federal Financial Aid

Registration Fee: (non-refundable)	\$ 100.00
Program Fee:	\$6,420.00
Books and Materials:	\$ 861.00
TOTAL:	\$7,381.00

REFUND POLICY

1. Absolutely no CASH refunds. District office will issue approved refunds by check via mail. Refunds, when due, are made within 45 days for the last day of attendance if (1) written notification has been provided to the institution by the student or (2) from the date the institution terminates the student or determines withdrawal by the student. For classes cancelled by CAJ, refund will be issued within 45 days of planned start date.
2. No refund on costs associated with program materials: including, but not limited to books, supplies, uniforms, testing fees, background checks, insurance, etc., unless class cancelled by CAJ.
3. If tuition and fees are collected in advance of the start date of classes and the student does not begin classes or withdraws on the first day of classes, the institution retains no more than \$100 of the tuition and fees. For students who do not begin class, refunds are made within six weeks of class date.
4. Refunds are prorated based on the period of attendance in relation to the program length and are processed according to CAJ refund chart

CAJ REFUND CHART	
PERCENTAGE OF ATTENDANCE	PERCENTAGE OF PROGRAM FEE REFUND
CANCELLED BY CAJ	100%
UP TO 10%	90%
OVER 10% - UP TO 25%	50%
OVER 25% - UP TO 50%	25%
OVER 50%	NO REFUND

JOIN US FOR ORIENTATION WWW.CAJ.SCUSD.EDU

For information about national and program accreditation, contact the institution.

PRICES AND SCHEDULES IN EFFECT ON SEPTEMBER 19, 2022 AND SUBJECT TO CHANGE WITHOUT NOTICE

PAGE 10 / FY 22-23