

IVC Medical Assistant Program

Online Orientation



What is a Medical Assistant?

- MAs help the physician (MD), physician assistant (PA), and/or nurse practitioner (NP) examine and treat patients in offices and clinics.
- MAs perform administrative and clinical duties and report directly to the office manager, RN supervisor or physician.
- Some administrative (front office) duties include answering phones, greeting patients, updating patient medical records, filling out insurance forms, coding (how the clinic get's reimbursed), scheduling appts and diagnostic testing.
- Some clinical (back office) duties include taking and recording vital signs and medical history, administering vaccines and medications, preparing patients for exams, and assisting during the exam. Some MA's provide lab services.

Where can I work?

How much will I make?

- Students who complete the program will have the knowledge and skills necessary to compete for employment opportunities in the field.
- IVC MA graduates may apply to take the **California Certifying Board for Medical Assistants (CCBMA)** exam to become a Certified MA.
- Medical Assistant careers are in the top ten fastest growing occupations in Imperial County with a projected growth rate of 27.9% from 2016 to 2026 (labormarketinfo.edd.ca.gov/data/employment-projections.html).
- New graduates begin making minimum wage (\$13/hr), usually part time.
- They can find employment at doctor's offices and clinics, urgent care, prisons and Immigration Services (ICE facility/ detention center).

What will be my commitment to the IVC MA Program?

- This is an 11-month program
- You must complete all courses in sequence, and pass each course with a 70% or higher (“C”).
- Support from family to help with expenses, child care and transportation is highly recommended.
- Only one absence for lecture and one for clinical. Two (2) missed or unexcused externship days is justification for removal of externship and failure of course.
- More than two absences in the course will affect your final grade (page 10 of MA Handbook)
- Externship hours may vary, work and school commitments must be flexible

Schedule of Classes

Fall	Winter	Spring	Summer
AHP 100 (16 wks)	MA 077 (5 wks)	MA 081 (8 wks)	MA 087 (6 wks)
BIO 090 (16 wks)		MA 083 (16 wks)	
MA 071 (8 wks)		MA 085 (8 wks)	
MA 073 (8 wks)			
MA 075 (8 wks)			
14 units	1 units	11 units	4 units

Estimated Costs

Item	Amount
Tuition Fees \$46/units x3 sem.	\$1,380
Parking (per vehicle per semester) \$25 Fall and Spring \$15 Summer and Winter	\$80.00
Health services fee (per semester) \$20 Fall and Spring \$16 Summer and Winter	\$72.00
Student Representation Fee \$2.00 per semester	\$8.00
Physical	No charge*
Background Check & Drug Screen	\$80.00
Textbooks (Approx.)	\$320.00
CPR (Basic Life Support for Healthcare Providers)	\$45.00
Uniforms/Supplies	\$85.00
Student ID/Name Badge	\$5.00
Exam Application Fee	\$50.00
Estimated Total	\$2125

Clearances

Students must receive full clearance before entering any of the externship sites. Upon enrolling in MA classes, students will begin to receive emails regarding clearances to their IVC student email account. Please do not start any clearance until instructed to do so.

The following clearances are required:

- A background check and urine drug screen (\$80)
- Current BLS/CPR card (\$45)
- Physical exam TB screen, and immunizations (Influenza [during flu season Oct-Mar], 2-step MMR, Hepatitis B series, Tdap, and Varicella). (Free at IVC),
- COVID- Vaccination may be required depending on clinical site.

All information can be found on the MA Handbook – posted on IVC MA web site

- News and Updates will be posted to IVC MA web site: [Medical Assistant Website](#)

Contact information

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