

## LEARN AND LIVE

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Our passion is quality and service.  
We change lives.



SCHOOL of ALLIED HEALTH SCIENCES



## Associate of Science Medical Assisting Program

**Start Date: Spring 2017**

### Program Overview

The Medical Assisting Program offers instruction in first aid, law and ethics, EKG, phlebotomy, and medical business practices. Students will also receive hands-on training in a medical clinical settings which will prepare them for an entry level medical assisting position.

Upon completion of the program, graduates are eligible to sit for the National Center for Competency Testing (NCCT) national certification examination.

### Medical Assistant Duties

An entry-level position may include the following duties:

- Assisting the Physician during examinations, and other procedures as needed.
- Creating and maintaining patient medical records
- Recording vital signs and medical histories
- Scheduling appointments
- Asepsis and infection control
- Front office duties

### Information Session Dates

For more information register to attend one of our scheduled Information Sessions.

#### Richmond Campus

<u>Dates:</u>	<u>Times:</u>
November 17, 2016	11:00am - 12:30pm
December 2, 2016	11:00am - 12:30pm

#### WebEx Sessions

<u>Dates:</u>	<u>Times:</u>
October 13, 2016	12:00noon - 1:00pm
November 10, 2016	12:00noon - 1:00pm
December 6, 2016	12:00noon - 1:00pm

#### **Registration URL:**

<http://events.SignUp4.net/MAOnline>

For additional information contact Admissions at: [admissions@kpscholar.com](mailto:admissions@kpscholar.com) or you may call us at **510-231-5123**.

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