

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.

WebEx Sessions

<u>Dates:</u>	<u>Times:</u>
January 24, 2017	6:00pm - 7:00pm
February 2, 2017	12:00noon - 1:00pm
March 7, 2017	6:00pm - 7:00pm
April 11, 2017	12:00noon - 1:00pm
May 23, 2017	12:00noon - 1:00pm
June 20, 2017	6:00pm - 7:00pm

Registration URL:

<https://www.etches.com/mainfosession>

For additional information contact
Admissions at:

admissions@kpsahs.edu or you may
call us at **510-231-5123**.

938 MARINA WAY SOUTH, RICHMOND , CA 94804

510-231-5000 / TOLL FREE: 1-888-299-0077

WWW.KPSAHS.ORG