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

<table>
<thead>
<tr>
<th>Dates</th>
<th>Times</th>
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<tbody>
<tr>
<td>January 24, 2017</td>
<td>6:00pm - 7:00pm</td>
</tr>
<tr>
<td>February 2, 2017</td>
<td>12:00noon - 1:00pm</td>
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<tr>
<td>March 7, 2017</td>
<td>6:00pm - 7:00pm</td>
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<tr>
<td>April 11, 2017</td>
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<tr>
<td>May 23, 2017</td>
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<tr>
<td>June 20, 2017</td>
<td>6:00pm - 7:00pm</td>
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Registration URL:
https://www.etouches.com/mainfosession

For additional information contact Admissions at: admissions@kpsahs.edu or you may call us at 510-231-5123.