

## LEARN AND LIVE

Our purpose is education.  
Our passion is quality and service.  
We change lives.



SCHOOL of ALLIED HEALTH SCIENCES



## Medical Assisting Certificate Program

### Program Overview

The Medical Assisting Program offers instruction in first aid, law and ethics, EKG, and medical business practices. Students will also receive hands-on training in 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 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

### Program Locations

- Richmond Campus (Day) (Fall Qtr. Start 2025)
- San Francisco Mission Bay Campus (Eve) (Fall Qtr. Start 2025)

## Admissions Requirements

- High School Diploma or GED
- 18 years of age or older
- Wonderlic score of 15 or higher
- U.S. Citizen or Eligible non-Citizen (SSN required)
- \$50 Application Fee

**For additional information contact us at:**

**[admissions@kpsahs.edu](mailto:admissions@kpsahs.edu)**

or call

**510-231-5123**

## Tuition

Please visit [KPSAHS.edu](https://www.kpsahs.edu) for current tuition information.

Note: All foreign diplomas and transcripts must include a notarized translation in English and must be evaluated by an approved NACES foreign transcript agency prior to submission.

The Kaiser Permanente School of Allied Health Sciences is accredited by the WASC Senior College and University Commission (WSCUC)

3/2025

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