Career Technical Education
Medical
Programs

VACE offers three medical assistant programs and a pharmacy technician program that prepare students for entry-level employment in the ever-expanding medical field. Students learn theory, law, and practical skills via hands-on, one-on-one and small group direct instruction, textbooks, and computer- and video-based training. Instructors maintain regular contact with local employers to make sure that graduates are proficient with the tools and software programs that are currently being used in the field.

Medical assistants typically work in physicians' offices, clinics, and other healthcare facilities. Students in the Back Office Medical Assistant program learn how to take patients' medical histories, vital signs, measurements, and how to set up examination rooms for a variety of procedures. They also prepare to assist doctors during the examination, give injections, prepare samples for laboratory analysis, and more.

Students in the Front Office Medical Assistant program become skilled at handling appointment scheduling, processing payments, insurance coding and billing, answering phones, filing, and more. They practice solving problems and balancing the demands of a busy office. The Front/Back Office Medical Assistant program offers a combination of skills that gives graduates the most flexibility when looking for employment.

The Pharmacy Technician program curriculum meets the requirements for licensure with the State of California Board of Pharmacy and prepares students to take the National Pharmacy Technician Certification Board (PTCB) exam. An emphasis is placed on teaching critical math functions and practicing calculations. Students learn to spell, pronounce, and know the ailments associated with the 200 most commonly prescribed medications in generic and brand-name forms. They also become familiar with medical billing and insurance, filing, and other skills so that they are well prepared to succeed in jobs upon graduation.

CBEDS Code 4275 Medical Office

Back Office Medical Assistant

$20 weeks (700 hours)

Financial Aid Available to those who qualify

ELEMENTS:

- Anatomy and Physiology
- Computer and Internet Fundamentals
- HIPAA/Electronic Medical Records Lab
- Keyboarding Basics
- Medical Assistant Skills 1
- Medical Assistant Skills 2/CPR and SFA
- Medical Assistant Theory/Law and Ethics
- Medical Filing Fundamentals
- Medical Terminology
- Pharmacology 1
- Venipuncture and Skin Puncture Fundamentals
- Word Processing for Medical

OPTIONAL COURSE ENHANCEMENTS:

- Medical Billing Fundamentals

Software: A.D.A.M® The Inside Story, Microsoft Windows, Microsoft Word, South-Western Keyboarding Pro Multimedia, Practice Medical Office

EMPLOYMENT OPPORTUNITIES:

Back Office Medical Assistant
Chiropractic Assistant
Optometric Assistant
Veterinary Assistant

COURSE INFORMATION:

The Back Office Medical Assistant performs clinical duties under the direction of a physician. The clinical duties may include taking vital signs, completing a medical history, preparing a patient for examination, drawing blood, or administering medication.

The program uses hands-on skill demonstrations and practice, video presentations, textbooks, and software tutorials to teach the subject matter. Students learn about the different types of medical practices, the medical assistant's ethical and legal responsibilities, and medical abbreviations and terms. The Anatomy and Physiology course presents the fundamental body structures and functions.

The pharmacology course teaches the essentials of drug calculation and how different medications may affect the body. In the Venipuncture and Skin Puncture course within this program, the students learn how to collect blood and other laboratory specimens and prepare them for testing. They also learn how to chart patient information with electronic medical records.

Note: Enrollment in the Venipuncture and Skin Puncture class is restricted to students enrolled in a medical assistant program.

CBEDS Code 4274 Medical Insurance Billing and Coding

Front Office Medical Assistant   22 weeks (770 hours)

Financial Aid Available
to those who qualify

ELEMENTS:

- Business English
- Business Math Intermediate, Introduction to
- Computer and Internet Fundamentals
- Computer Spreadsheet/Graphics Fundamentals
- Computers in the Medical Office/EMR
- Health Care Communications Skills
- HIPAA/Electronic Medical Records Lab
- Keyboarding Basics
- Medical Coding
- Medical Insurance Billing
- Medical Office Assistant Theory/Law and Ethics
- Medical Records Management
- Medical Terminology
- Word Processing for Medical

OPTIONAL COURSE ENHANCEMENTS:

- Accounting 1
- QuickBooks

Software: Microsoft Windows, Word, Excel, Medisoft, Practice Medical Office

EMPLOYMENT OPPORTUNITIES:

Front Office Medical Assistant
Hospital Admitting Clerk
Medical Billing Clerk
Medical Receptionist
Medical Records Clerk
Office Manager
Optometric Office Assistant

COURSE INFORMATION:

As anyone who has been to a medical office knows, the way in which staff handle telephone calls, schedule appointments, check in patients, handle billing and insurance, etc., can have a big impact on overall patient satisfaction. This program prepares students to be knowledgeable and efficient in their duties so they can make a positive difference for patients and healthcare providers.

Front Office Medical Assistant students learn appointment scheduling, medical coding and billing, insurance processing, and patient privacy laws. They are trained on creating and filing patient charts, electronic medical records, communication skills, typing, and word processing.

Note: After completing the program, students are eligible to take the National Certified Medical Office Assistant (NCMOA) Certification Exam through the National Center for Competency Testing (NCCT). This is a national exam for Medical Assistants. There is an additional fee for the exam that is not included in the cost of this training program.

CBEDS Code 4275 Medical Office

Front/Back Office Medical Assistant   32 weeks (1120 hours)

Financial Aid Available to those who qualify

ELEMENTS:

- Anatomy and Physiology
- Business English
- Computer and Internet Fundamentals
- Computer Spreadsheet/Graphics Fundamentals
- Computers in the Medical Office/EMR
- HIPAA/Electronic Medical Records Lab
- Health Care Communications Skills
- Keyboarding Basics
- Medical Assistant Skills 1
- Medical Assistant Skills 2/CPR and SFA
- Medical Assistant Theory/Law and Ethics
- Medical Coding
- Medical Insurance Billing
- Medical Records Management
- Medical Terminology
- Pharmacology 1
- Venipuncture and Skin Puncture Fundamentals
- Word Processing for Medical

OPTIONAL COURSE ENHANCEMENTS:

- Accounting 1
- QuickBooks

Software: A.D.A.M® The Inside Story, Microsoft Windows, Word, Excel, Medisoft, Practice Medical Office

EMPLOYMENT OPPORTUNITIES:

Front/Back Office Medical Assistant
Administrative Assistant
Chiropractic Assistant
Hospital Admitting Clerk
Medical Assistant
Medical Billing Clerk
Medical Receptionist
Medical Records Clerk
Office Manager
Optometric Assistant

COURSE INFORMATION:

This program prepares students to be employed in either the front or back office of private medical practices or clinics. It combines the Front Office Medical Assistant course with the skills learned in the Back Office Medical Assistant course to create a well-rounded background for employment. Students who complete this program are in demand in medical offices and other medical settings.

Notes: After completing the program, students are eligible to take the National Certified Medical Assistant Certification (NCMA) Exam through the National Center for Competency Testing. This is a national exam for Medical Assistants. There is an additional fee for the exam that is not included in the cost of this training program.

Enrollment in the Venipuncture and Skin Puncture class is restricted to students enrolled in a medical assistant program.

CBEDS Code 4260 Introduction to Pharmacy

Pharmacy Technician

21 weeks (735 hours)

Financial Aid Available to those who qualify

Elements:

- Calculations
- Computer Spreadsheet/Graphics Fundamentals
- Federal Law, Aseptic Techniques and Pharmacy Operations
- Health Care Communications Skills
- Keyboarding Fundamentals
- Medical Filing Fundamentals
- Medication Review
- Pharmacy Clinical Skills 1
- Pharmacy Clinical Skills 2
- Pharmacy Medical Terms, Abbreviations, Symbols
- Pharmacy Technician Billing
- Pharmacy Technician Theory
- Word Processing for Medical

Optional Course Enhancements:

- Electronic Calculator
- Computer and Internet Fundamentals

Software: Microsoft Word, Microsoft Excel, Visual Superscript (pharmacy software)

Course Information:

This program prepares students to assist pharmacists with preparing and dispensing medication in a retail or hospital setting. The curriculum meets the requirements for licensure with the State of California Board of Pharmacy and prepares the student to take the National Pharmacy Technician Certification Board (PTCB) exam. An emphasis is placed on teaching critical math functions and practicing calculations. Students learn to spell, pronounce, and know the ailments associated with the 200 most commonly-prescribed medications in generic and brand-name forms. They also become familiar with medical billing and insurance, filing, and other skills so that they are well prepared to succeed in jobs upon graduation.

Notes: To work as a Pharmacy Technician, students must obtain a state license prior to seeking employment in the field. The state legal requirements for eligibility to register as a Pharmacy Technician include a high school diploma or GED®. As part of the process, Live Scan fingerprints are submitted to government agencies in order to pass background checks. Fees for photos, Live Scan fingerprints, Self-Query Reports and notary services are not included with the fees for the training programs.

The California State Board of Pharmacy requires students who apply for pharmacy technician licenses to file "Practitioner Self-Query Reports" from the National Practitioner Data Bank (NPDB) and submit Live Scan fingerprints with the applications. At the time of enrollment, VACE requires verification of a "report of no findings" on prospective students' Self Query Response reports.

Employment Opportunities:

Pharmacy Technician
Pharmacy Assistant
Pharmacy Clerk
Pharmacy Driver