

Comprehensive Community Health Centers

CCHC Healthcare College

Medical Assisting Program



Enroll
Today!

- ◇ Human Anatomy & Physiology
- ◇ Medical Terminology
- ◇ Vital Signs
- ◇ Injections & Venipuncture
- ◇ Medication Administration
- ◇ CPR & First Aid



Why Us?

CCHC Healthcare College provides comprehensive, hands-on training that will prepare you for a broad scope of healthcare career opportunities. We offer affordable tuition, so you can complete the program without having to break the bank. Our staff is caring with a primary goal of helping you succeed providing real tools for you to thrive in your future. CCHC provides job placement assistance including medical assisting job priority working at one of the CCHC clinics.

Clinical Medical Assisting Program

Certificate Program

9-month Program • Monday - Thursday • Glendale, CA

Becoming a clinical medical assistant through courses at CCHC Healthcare College will prepare you to enter one of the fastest growing professions in the health care industry. CCHC Healthcare College ensures our students are ready to enter the job market with a program that includes classroom theory and lab procedures, Basic Life Support (BLS) Certification with the American Heart Association, eligibility to sit for the National Certified Clinical Medical Assistant (CCMA) Exam, externship at a CCHC Healthcare clinic and tuition reimbursement upon 1 year employment with CCHC. Financial Aid, tuition re-payment, and payment plans are available.

About Us

Comprehensive Community Health Centers (CCHC) is one of the largest Federally Qualified Health Centers (FQHC) in the Los Angeles County, serving over 120,000 patients annually throughout our 5 clinics sites in Glendale, Eagle Rock, Highland Park, Sunland, and North Hollywood. CCHC's mission is to ensure the health and wellness of each individual so they may reach their fullest human potential within our caring environment.

The mission of CCHC Healthcare College is to foster and educate a diverse community of Medical Assistant students and advance medical knowledge in a dynamic and collaborative environment.

818-844-4271

admissions@cchccenters.org



BEST WAY TO **PREDICT YOUR FUTURE**
IS TO **CREATE IT**





Medical Assisting Program

- Program Length: 9 months (classroom instruction plus externship)
- Low Tuition: \$2,500 (payment plans available; tuition reimbursed upon successful completion of the program and 1 year of employment at CCHC)
- Job placement opportunities provided at CCHC or local partner organization upon successful completion of the program
- Eligibility to sit for Certified Medical Assistant (CMA) exam after 1 year of employment

Curriculum Overview:

Core Skills

- Intro to Computers & Word Processing
- Study Skills and Critical Thinking
- Professional Communication and Service Excellence
- Cultural Competency
- History and Trends in Healthcare
- Intro to the Medical Assistant
- Medical Terminology
- Overview of Anatomy & Physiology

Administrative Skills

- Role of the Administrative Medical Assistant
- Role of the Receptionist
- Office equipment and environment
- Screening, patient registration and appointment scheduling
- Billing and coding
- Fees, Accounting, and Payroll
- Safety and Preparedness

Clinical Skills

- Medical Asepsis & Infection Control
- Patient Interview, History & Documentation
- Patient Intake and Screening
- Vital Signs, Height, Weight, BMI
- Medical Assisting Duties (draping patients, physical exam assisting, wound care, etc.)

General Skills

- Community Outreach & Marketing
- Facilities Management
- What is an FQHC?
- Patient advocacy, Liaison, Navigator
- Professional Development & Leadership
- Electronic Health Record (EHR) Training

Application Requirements:

- High school diploma/GED
- Must complete a pre-assessment/test to identify basic comprehension and interest of the student
- Must be fully vaccinated against COVID before program start (healthcare setting)
- Must have all immunizations up-to-date before program start (Flu shot, Hep-B, MMR)
- Must undergo a background check prior to program start (needed for CCHC employment)
- Must submit to a drug screen before the start of your externship

Graduation Requirements/Must be met in order to qualify for certification

- Students must maintain a 3.0 GPA in order to qualify for their externship
- 800 program hours
 - 640 hours of didactic classroom instruction/clinical lab skills practice
 - 160 hours of externship
- CPR certification (included in the program)

About CCHC and CCHC Healthcare College

- Founded in 2004, Comprehensive Community Health Center is a non-profit Federally Qualified Health Center (FQHC)
- Serving over 120,000 patients, CCHC is one of the largest FQHC in Los Angeles County
- CCHC's mission is to ensure the health and wellness of each individual so they may reach their fullest human potential within a caring environment
- CCHC has five locations in the cities of Eagle Rock, Highland Park, Glendale, North Hollywood and Sunland. Students will be provided an opportunity to work full-time position at one of CCHC's locations upon successful completion of the program
- Upon program completion, CCHC offers its employees a competitive salary, a wide range of benefits including accrued PTO plan, Pretax Retirement plan with employer match, Medical, Dental, Vision and Life Insurance
- CCHC's Healthcare College is located at 801 S. Chevy Chase Dr. Suite #25, Glendale, CA 91205

For more information, please contact:

Kathryn Aguirre (she/her/hers)

818-844-4271

kathryna@cchccenters.org

To apply, please contact:

Brianna Kennedy (she/her/hers)

briannak@cchccenters.org

CCHC Healthcare College

Registration Process

Not intended for student use, but to answer questions students may have (all interested candidates will be guided through each part of the application/registration process individually)

1. Interested students should reach out to our Admissions Committee
 - a. Email: admissions@cchccenters.org or ricardop@cchccenters.or
 - b. Phone: 818-844-4271
2. Questions can be submitted through the website (<http://ma.cchccenters.org/MA/>), by email or phone (listed above)
3. Students who express interest are provided with the informational fact sheet as well as the PDF application (application includes standard information, educational background and essay questions)
 - a. Completed applications should be emailed to briannak@cchccenters.com
4. Once the student returns their application, it is reviewed by the Admissions Committee
5. If approved, they are sent a link/email to schedule their in-person interview/pre-assessment
 - a. Pre-assessment is a mix of basic math, spelling, general information and reading comprehension
6. If the committee decides to move forward after interviews, the student is provided with the Moodle link (college's learning platform), where they can create an account, finish their application and upload their required documents
 - a. Documents include proof of COVID vaccine, immunization record and high school diploma or equivalent
7. Students are given their orientation date
 - a. Registration fee (\$100) and STRF (\$7.50) is paid at orientation
 - b. Students will be given their access codes for books/homework, uniforms and equipment (stethoscope, blood pressure cuff, etc.) at orientation. They will also receive and sign a tuition agreement, classroom rules, and the student handbook
 - c. Students will be allowed to rent a hardcopy textbook and terminology book for \$150, which will be reimbursed upon the return of the books (student can rent them at any time and the fee will be due at that time)
8. The first tuition payment will be due one week after the student's first day of class
 - a. Students paying in full will be charged \$2500 at the one-week mark
 - b. Students who choose the payment plan will be charged \$625 at the one-week mark and be charged another \$625 for the next three consecutive months



Medical Assisting Program Application

801 S. Chevy Chase Dr. Ste. 25 Glendale, CA 91205

Phone: (818) 844-4271

Please complete the following application. There will be 3 steps in the application process:

Step 1: Complete the application below

Step 2: A link will be sent to your email, where you will complete a more in depth application and upload required documents

Step 3: Complete a pre-assessment, consisting of basic math and reading skills

Please email all completed applications to Brianna Kennedy at briannak@cchccenters.org

Personal Information

Full name: _____

Date of Birth: _____	Male	Female	Other	Prefer not to say
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Phone: _____	Email: _____
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Street Address: _____

City: _____	State: _____	Zip Code: _____
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Will you need language assistance or translation?	Yes	No
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Educational Background

School Name: _____

Date of Graduation: _____	Currently Enrolled
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GPA: _____

Academic Recognitions: _____

Volunteer or Extracurricular Activities Related to the Medical Field: _____

How did you hear about this program? _____

Essay Questions

Please provide responses to the following questions on a separate page and submit with your application. Responses should be no more than a half a page each.

1. Why are you interested in becoming a Medical Assistant?
2. What are your long-term career goals?
3. How have you prepared for this program?



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