



Medical Assistant – Concorde Career College

Concorde Career Colleges, Inc. is proud to prepare America’s next generation of health care and dental professionals through career-focused, hands-on training, and teaching. While Concorde was founded in California in 1955, many of their campuses have been serving their local communities for 60+ years. Consistent with their mission and values, their health care training programs allow students to jumpstart their career in months not years. The Medical Assistant Program will be offered at three Concorde campuses - North Hollywood, San Bernardino, and Garden Grove.

Program Overview

Medical Assistants (MAs) are an important member of a patient-centered team. They complete administrative and clinical tasks in the offices of physicians, hospitals and other health care facilities. Their duties vary with the location, specialty and size of the practice. They spend time with patients to ensure they understand the doctor’s instructions, draw and prepare samples for testing, administer injections, remove sutures, check vital signs, and in some practices, take X-rays. The ideal MA candidate is empathetic, a strong listener and oral communicator, calm under stress, detailed and organized. Most MAs work full-time days although some work evenings, nights and weekends. The work environment is typically fast-paced, highly professional, compassionate and team oriented.

Program Highlights

- Concorde offers morning, afternoon, and evening hybrid courses. Theory coursework will be offered online with in person lab work. The program will be completed in 8 months.
- Lab hours are always completed in person in 5-hour blocks and will offer a chance for students to practice the skills they have learned during their coursework.
- Students are expected to spend ~20-25 hours/week on classroom material and review. Lab hours are in addition.

Number of Credits Earned

26 semester credits

Concorde Career Colleges Admission Requirements

- 18 years of age or older at the time of the externship portion of the program
- High school diploma or equivalent
- Reside in California
- All applicants must be citizens, permanent residents, or eligible noncitizens of the United States. Documentation of eligibility status may be required.
- Willingness to work with bodily fluids such as urine or blood
- Ability to perform moderately taxing continuous physical work, often requiring prolonged sitting and/or standing over several hours.



- Willing to commit 3-4 hours per day (estimated at 20-25 hours per week) of study time
- Computer and internet proficiency with home access to consistent, reliable high-speed internet and a reliable, working computer or laptop
- English proficiency
- Reliable transportation to attend lab hours and externship
- Negative drug screen and cleared background check – no felony convictions (These are administered during the program.)
- Students will be required to complete the financial aid process, including filling out the Free Application for Federal Student Aid (FAFSA)
- Personal interview and virtual or on campus tour
- Completion and passage of applicable Futuro Health jump start courses or completion and passage of application entrance assessments if admitted directly to the college by Futuro Health
- Completion of Online Readiness Assessment
- Proof of graduation from an institution providing secondary education or the equivalent, recognized by the US Department of Education
- A health certificate, immunization records, and the results of certain tests may be required for some programs

Foreign Students

Applicants indicating that they graduated from a foreign high school and have the equivalent of a U.S. secondary education must present original credentials (diploma, transcript, etc.). In addition, documentation from foreign countries must be translated and certified to be at least the equivalent of a U.S. high school diploma.

Foreign Transcripts

Coursework taken at a foreign institution (excluding secondary school documents that are in English and are recognized by the U.S. Department of Education) must be evaluated for equivalence to coursework taken at a United States institution. Concorde only accepts for consideration the evaluations of foreign coursework conducted by agencies approved by the National Association of Credential Evaluation Services (NACES) or Association of International Credential Evaluators, Inc. (AICE), which charge applicants directly for these services. Listings of approved agencies can be found at:

- www.naces.org
- www.aice-eval.org



Enrollment Process

After completing the Futuro Health enrollment process, students will complete an online enrollment process with Concorde. In the week before classes begin, students will also participate in a 3-4-hour new student and online orientation.

Tuition/Fees

Futuro Health is prepaying the cost of tuition, student supports, textbooks, course materials and exam costs for all students who begin their journey before May 31, 2021. However, the following fees do apply:

- Futuro Health registration fee: \$100 for the Medical Assistant Program
- Membership for education and training: \$20 per month
- Students will be required to complete the financial aid process including filling out the Free Application for Federal Student Aid (FAFSA)

Computer/Skill Requirements

All students will need regular, home access to a computer and high-speed internet. Your computer will need at least a 2GHz processor or faster, 4 GB RAM or more, built-in or external speakers, USB 2.0 port or adaptor, a webcam supported operating system, Windows 7 or higher, Chrome OS, or MacOS Sierra 10.12 or higher.

Mentoring & Tutoring Available

- Concorde has success coaches and Student Affairs advisors to guide students along their educational journey.
- Students are encouraged to seek academic assistance through their instructor and/or the program director or academic dean.
- Concorde provides advising to students on issues involving academics and life concerns.

Externship

Every student is required to complete an externship as part of their Medical Assistant training. An externship provides students with an opportunity to work closely with experienced professionals in their chosen field. Under the supervision of an experienced Medical Assistant, they will provide direct patient care, perform treatments, educate patients and assist the doctor with procedures, allowing them to practice and develop the skills necessary to work in the healthcare industry.

An externship allows students to apply what they learned in their Medical Assistant Program in real time. Externships typically occur in a clinic, hospital, or primary care office selected by Concorde.

The Medical Assistant Program externship is typically a 220+-hour commitment and is usually completed within two months. Because the externship is during the times when healthcare facilities are open and seeing patients, this is a full-time commitment (Monday-Friday, sometimes Saturday) for two months --which means that it is



very important that students discuss and pre-arrange with their employer, if applicable, ahead of time so that they can take the time off to do their externship.

Grading Information

- Students need to receive a “C” grade or higher to pass.
- Grading scale:
 - 90-100% = A
 - 80-89% = B
 - 70-79% = C
 - 60-69% = D
 - 0-59% = F

Immunization Requirements

San Bernardino: Hep B test, TB test

North Hollywood: Three series Hep B, A titers

Garden Grove: Hep A series, Hep B series, PPD annually, Hep B titers required if a student says they have had a full series.

Important Contacts

San Bernardino: Sonia Navarro, Director of Admissions, snavarro@concorde.edu

North Hollywood: Allan Gueco, Director of Admissions, agueco@concorde.edu

Garden Grove: Buddy Shoe, Director of Admissions, bshoe@concorde.edu

Mailing Addresses

San Bernardino Campus: 201 E. Airport Dr., San Bernardino, Ca. 92408

North Hollywood Campus: 12412 Victory Blvd., North Hollywood Ca. 91606

Garden Grove Campus: 12951 Euclid St. #101, Garden Grove Ca. 92804