



Medical Assistant – MTI College

MTI College was voted the best vocational school in Sacramento and understands the needs of its students both educationally and financially. MTI has operated in Sacramento since 1965 and is regionally accredited by the Western Association of Schools and Colleges, Accrediting Commission for Community and Junior Colleges. As a single campus with centralized leadership, MTI is capable of rapid response to meet changing employer demands and ensure high-quality and accessible training is delivered to program participants. MTI has nearly two decades of experience in allied healthcare training, and, year after year, over 90% of graduates available for placement secured employment in their field of study. MTI's campus consists of 40,000 square feet of space and multiple well-equipped medical laboratories.

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

- MTI offers hybrid courses. Coursework is offered online and the program will be completed in under a year. Labs are offered in person every Saturday or Sunday for 6 hours.
- Students are expected to spend about 20-25 hours/week on classroom material and review. Lab hours are in addition.
- Students will also complete coursework for their Phlebotomy certification.

Number of Hours

620 Hours

Admission Requirements

- 18 years of age or older
- High school diploma or GED
- Ability to work in the US
- Reside in California

- Ability to lift and move a minimum of 20 pounds
- Willingness to work with bodily fluids such as urine or blood
- Ability to stand for long periods of time
- Willing to commit 5-6 hours per day (estimated at 25-30 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 fluency
- Reliable transportation to attend lab hours and externship
- Up to date immunizations
- Negative drug screen and cleared background check – no felony convictions (these are administered during the program.)

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. North-West 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:

- <https://www.ierf.org/>
- www.naces.org
- www.aice-eval.org

Enrollment Process

After completing the Futuro Health enrollment process, students will complete an online enrollment process with MTI.

Step 1: In person or video interview with Jack Zimmerman

Step 2: Completion of general assessments (used for informational purposes only)

Step 3: Complete enrollment process



In the week before the start date, students will participate in an orientation, including an orientation to Google classroom.

Tuition/Fees

Futuro Health is prepaying the cost of tuition, student supports, textbooks, course materials and exam costs for all students in 2020. However, the following fees do apply:

- Futuro Health Registration Fee: \$100 for the Medical Assistant Program
- Membership for education and training: \$20 per month

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, or MacOS Sierra 10.12 or higher.

Externship

Every student is required to complete an externship as part of their medical assistant & phlebotomy training. Externships provide students with an opportunity to work closely with experienced professionals in their chosen field. Under the supervision of a senior medical assistant or phlebotomist, 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 program in real time. Externships typically occur in a clinic, hospital, or primary care office selected by their education provider.

The medical assistant program externship is typically a 160+-hour commitment and is usually completed within one month. 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 one month --which means that it is very important that students discuss and pre-arrange with their employer ahead of time so that they can take the time off to do their externship. An additional 40-hour externship is required to complete the phlebotomy certification.

Mentoring & Tutoring Available

- MTI has success advisors available to guide students along their educational journey.
- Students are encouraged to seek academic assistance through their instructor and/or the program director.
- MTI provides advising to students on issues involving education and academics.



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

- Hepatitis A, series of three vaccinations total
 - Students must have the first two before entering MO 186
- Varicella or a titer test (Varicella IgG)
- MMR verification (measles, mumps, rubella) or a titer test
- TD/DTP (Diphtheria, tetanus, pertussis)
- Current TB (PPD) test
- Flu shots may be required if externship is between October and April

Important Contacts

Jack Zimmerman – Operations Manager

Direct Phone Line: (916) 339-4355

Email: jzimmerman@mtcollege.edu

Mailing Addresses

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