

Medical Assistant – Pima Medical Institute

Founded in Tucson in 1972, Pima Medical Institute (Pima) has built a reputation as one of the best medical career colleges in the Western United States. Pima Medical's mission is to improve the quality of people's lives by providing the best value in medical career education. PMI offers certificate, associate, and bachelor's degree programs – all in the healthcare field. It also has a robust online learning division. Programs focus on medical, dental, and veterinary careers. The Medical Assistant Program will be offered at two PIMA campuses – Chula Vista and San Marcos.

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

- Pima Medical offers morning, afternoon, evening, and hybrid courses. Coursework may be offered online or in person and will be completed in 9 months.
- Lab hours are always completed in person in 4-hour blocks and will offer a chance for students to practice the skills they have learned during their coursework.
- Lab hours for the hybrid course are 6 hours on Saturday.
- Students are expected to spend ~20-25 hours/week on classroom material and review. Lab hours are in addition.

Number of Credits Earned

34 credits

Admission Requirements

- 18 years of age or older
- High school diploma or equivalent. Applicants must submit one or more of the following depending on location:
 - High school diploma
 - High school transcript

- General Equivalency Diploma (GED®) – copy of report, certificate of successful completion, or a verification report supporting the successful completion of the GED®.
- A state certificate awarded after passing an authorized test and that the state recognizes as equivalent to a high school diploma. Includes, but not limited to: High School Equivalency Test (HiSET®) and the Test Assessing Secondary Completion™ (TASC).
- Applicants must be citizens, permanent residents, or eligible noncitizens of the United States. Documentation of eligibility status may be required.
- Reside in California
- 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.
- 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 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
- Up to date immunizations
- Students will be required to complete the financial aid process, including filling out the Free
- Application for Federal Student Aid (FAFSA)
- 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 PIMA. Two weeks prior to the start date, Pima will reach out to students to schedule an interview. In the week before classes begin, students will participate in a 4-6-hour 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 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
- 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, or MacOS Sierra 10.12 or higher.

Externship

Every student is required to complete an externship as part of their Medical Assistant 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, 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 the Institute.



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.

Mentoring & Tutoring Available

- Pima Medical has success coaches to guide students along their educational journey.
- Students are encouraged to seek academic assistance through their instructor and/or the online education director.
- Pima Medical 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

San Marcos: PPD, Hep B (series of 3 immunizations), TDAP (no older than 2 years), CPR (American Heart Association BLS HealthCare Provider course required).

Chula Vista: PPD, Hep B (series of 3 immunizations), TDAP (no older than 2 years), CPR (American Heart Association BLS HealthCare Provider course required).

Important Contacts

San Marcos: Bree Fulp, bfulp@pmi.edu, Corporate Admission Director

Chula Vista: Brenna Drago, bdrago@pmi.edu, Corporate Manager for Student Services

Mailing Addresses

San Marcos: 111 Campus Way, San Marcos, CA 92078

Chula Vista: 780 Bay Blvd, Chula Vista, CA 91910