



Fundamentals of Clinical Medical Assisting with Phlebotomy – Bay Area Medical Academy

Bay Area Medical Academy (BAMA) is an award-winning, nationally accredited career training school with campuses in San Francisco and San Jose. The population BAMA serves is very diverse, ranging from 18 to 65 in age, with or without previous medical backgrounds, juggling work and/or family responsibilities. After graduating from BAMA, they now work at SF General Hospital, UCSF Medical Center, Sutter Health, One Medical Group, Palo Alto Medical Foundation, Chinese Hospital, Concentra, Kaiser Permanente, Walgreens, Quest and many other public and private clinics and laboratories.

The school is accredited through the Accrediting Council for Independent Colleges and Schools (ACICS). BAMA is approved to operate as a private post-secondary institution by the California Bureau for Private Post-Secondary Education (BPPE). The Medical Assistant Program fulfills the requirements of the California Board of Medical Assistants and are approved for certification through the National Center for Competency Testing (NCCT). The Phlebotomy Program is approved by the California Department of Public Health- Laboratory Field Services for CPT1 licensure.

Top medical centers repeatedly hire BAMA graduates, and the school maintains a stellar reputation for great training from experienced educators.

Program Overview

This is a dual program in Medical Assisting and Phlebotomy allowing participants to obtain the following national certifications:

- National Certified Medical Assistant (NCMA) offered through NCCT,
- National Certified Phlebotomy Technician (NCPT) offered through NCCT, and
- CPT1 California Phlebotomy license

Due to the dual nature of the program, students who successfully complete will be eligible for both Medical Assistant and Phlebotomy positions. Most employers prefer to hire certified Medical Assistants who are also CPT1 Phlebotomy licensed.

Medical Assistants (MAs) are a critical member of a patient-care team. They complete administrative and clinical tasks in hospitals, doctor's offices and other health care facilities. Their duties vary with the location, specialty and size of the practice. They spend time taking vital signs and documenting patient medical history, drawing blood and preparing samples for testing, administering injections, removing sutures, and in some practices, performing EKG exams.

Phlebotomy technicians, or simply phlebotomists, are professionals who draw blood from patients. The blood samples are sent to the laboratory for analysis and further identification for health issues, like diseases, bacteria, cholesterol, etc. Phlebotomists can work in various healthcare settings from doctor's offices to hospitals to private laboratories.

The ideal MA and Phlebotomy Technician candidate is empathetic, a strong listener and communicator, calm under stress, detailed and organized. Most MAs and Phlebotomists 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

- Program Locations:
 - **San Jose Campus:** 31 N 2nd St Suite 100 San Jose, CA 95113
 - **San Francisco Campus:** 530 Bush St Suite 201 SF, CA 94108
- BAMA will be offering a hybrid program consisting of online lessons and activities for 8 hours per week followed by 6 hours of in-person, hands-on lab practice on Saturdays at two different locations, San Francisco and San Jose.
 - Due to Covid-19 precautions the labs may also take place in two groups. One group starting at 9 AM and the other starting at 1 PM. Students will need to be flexible and communicate with the school about labs.
- The participants will be able to log-in and attend lessons live or by video. They will be required to submit weekly assignments and complete an exam every Friday to qualify for the in-person hands-on lab session on Saturday. (If a student fails the weekly exam, remedial work is available)
- BAMA currently has locations in San Francisco and San Jose.
- The hybrid program has a modular design and consists of 6 modules of 70 hours/5 weeks each. Following the successful completion of the 6 modules, participants will be placed in a 200-hour clinical externship (full time work) on a rolling basis.
 - 160 hours for Medical Assisting (40 hours over four weeks)
 - 40 hours for Phlebotomy (40 hours over one week)
- The length of the program is 9-10 months depending on the academic calendar.
- Students are expected to spend ~8-10 hours per week M-F on classes, online lessons, study material and review. Saturday lab hours (6 hours weekly) are in addition to the weekday commitment.

Number of Hours

620 hours for the program

BAMA Admission Requirements

- 18 years of age or older
- High school diploma or GED equivalent

- Two official High School transcripts will be required before being accepted into the program (one is needed to obtain the CPT1 state license). Foreign transcripts need to be evaluated.
- Ability to work in the US
 - All applicants must be citizens, permanent residents, or eligible noncitizens of the United States. Documentation of eligibility status may be required.
- 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 2 hours per day Monday-Friday and 6 hours on Saturday (estimated at 16 hours per week) of class and study time
- Computer and internet proficiency with home access to consistent, reliable high-speed internet and a reliable, working computer or laptop. (Loaner laptops and Wi-Fi hotspots are available through BAMA for students who are experiencing difficulties.)
- 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. BAMA 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 with BAMA, consisting of a program application, a CASAS English comprehension exam and a Zoom interview. The Program Orientation is scheduled on the first day of class.

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. Loaner laptops and wi-fi hotspots are available through BAMA for students who are experiencing difficulties.

Clinical Externship

Every student is required to complete a clinical externship as part of their Medical Assistant and Phlebotomy training. Externships provide students with an opportunity to apply their skills firsthand, working directly with patients alongside experienced professionals in their chosen field. Under supervision, they will provide direct patient care, take vital signs and document medical history, room patients and assist with procedures.

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 facility 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. Some placements offer a combined medical assistant and phlebotomy externship simultaneously.

Mentoring & Tutoring Available



- BAMA 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.
- BAMA provides advising to students on issues involving education and academics.

Important Contacts

Angela Dombrowski, Program Facilitator, angela@bamasf.com

Andrea Earby, Faculty and Program Director, andrea@bamasf.com

Simonida Cvejic, Academy Director, Simonida@bamasf.com