LAURA RODRIGUEZ
MEDICAL ASSISTANT INSTITUTE

Course Catalog

Academic Year
January 1, 2024 – December 31, 2025
Laura Rodriguez Medical Assistant Institute

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About the Laura Rodriguez Medical Assistant Institute

Mission

The Laura Rodriguez Medical Assistant Institute's mission is to prepare members of the communities we serve for a career in health care by integrating education best practices into a supportive environment with a culture of inclusion.

Core Values

- Community engagement: Partner with the community to improve health outcomes and support long-term economic growth.
- Diversity and inclusivity: Embrace a culture of openness that values different perspectives and promotes health equity.
- Evidence-based practice: Use data to inform innovative instruction, decision-making and continuous improvement.
- Lifelong learning: Understand scholarship is transformational, dynamic and lifelong.
- Professionalism: Uphold high standards of clinical best practices while demonstrating dependability, respect for all and integrity.
- Student-centered: Commit to students and their success personally, academically and professionally.

Purpose

The overall purpose of the LRMAI is to provide an exceptional medical assistant program in a safe setting of academic scholarship that will produce compassionate allied health workers. It is the goal of the school to fulfill the educational expectations of students and faculty, and to provide the community with professionals capable of meeting the challenges in the field of allied health.

In support of the mission, LRMAI's goals are to:

- Prepare competent entry-level medical assistants.
- Facilitate learning of key medical assisting competencies.
- Emphasize the value of life-long learning.
- Offer students resources to support their completion of the program.
- Leverage evaluation strategies that accurately demonstrate competency in the learned concepts and skills.
- Foster a learning environment that respects and welcomes diverse backgrounds, abilities, interests and opinions.

- Provide a curriculum that teaches students how to understand, apply and analyze information to develop critical thinking and problem-solving skills in a career environment.

Course Catalog

LRMAI provides a copy of the latest course catalog either in writing or electronically on the school's website to all prospective students. The catalog is updated at least once a year. Whenever changes to school policies take place in between catalog updates, an addendum will be created and distributed to students at the time they are made.

LRMAI is required to provide both this [catalog](#) and the [School Performance Fact Sheet](#) to every prospective student. Prospective students are encouraged to review this catalog prior to signing an enrollment agreement. Prospective students are also encouraged to review the School Performance Fact Sheet, which must be provided prior to signing an enrollment agreement. These documents contain important LRMAI policies and performance data relating to completion rates, placement rates, license examination passage rates and salaries or wages.

Licensing, Approvals & Accreditation

Licensing

Bureau for Private Postsecondary Education

LRMAI is a private institution that is approved to operate by the Bureau for Private Postsecondary Education (BPPE). Approval to operate means the institution is in compliance with the minimum standards as set forth in the California Private Postsecondary Education Act of 2009 (as amended) and Division 7.5 of Title 5 of the California Code of Regulations. Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the bureau at 1747 N. Market Blvd., Suite 225, Sacramento, CA 95834 or P.O. Box 980818, West Sacramento, CA 95798-0818, www.bppe.ca.gov, by telephone at (888) 370-7589 or by fax at (916) 263-1897. A student or any member of the public may file a complaint about this institution with the bureau by calling (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's [website](#).

Medical Assistant Licensure Requirements

Although medical assistants are not licensed, certified or registered by the state of California, the medical assistant's employer and/or supervising physician's or podiatrist's malpractice insurance carrier may require that the medical assistant must be certified by one of the approved certifying organizations

to train other medical assistants (Title 16 CCR 1366.3). The four major certification agencies and the medical assistant certifications they offer are:

1. The American Association of Medical Assistants (AAMA) offers the Certified Medical Assistant (CMA) Certification
2. American Medical Technologists (AMT) offers the Registered Medical Assistant (RMA) Certification
3. The National School for Competency Testing (NCCT) offers the National Certified Medical Assistant (NCMA) Certification
4. The National Healthcareer Association (NHA) offers the Certified Clinical Medical Assistant (CCMA) Certification

All four certification agencies require medical assistants to pass a certification exam to become certified, but each has their own eligibility criteria for both new graduates and experienced medical assistants. At this time, LRMAI graduates are not eligible to take the CMA or RMA exam because LRMAI is not accredited. Graduates will be eligible to take the NCMA and CCMA certification exams upon graduation.

Accreditation

LRMAI is not accredited by an accrediting agency recognized by the U.S. Department of Education. Separate from state approvals, only accrediting agencies can accredit an institution, and it is a voluntary, non-governmental review process. Medical assistant programs do not require accreditation to operate; however, there are two agencies that programs can seek accreditation from: (a) the Commission on Accreditation of Allied Health Education Programs (CAAHEP) and (b) the Accrediting Bureau of Health Education Schools (ABHES). Each agency has its own unique accreditation requirements.

As a new program, LRMAI did not meet the accreditation requirements for either agency but will apply for accreditation once eligible.

Approvals

LRMAI is not approved by the U.S. Immigration and Customs Enforcement (ICE) to participate in Student and Exchange Visitor Program (SEVP) and is not authorized to issue I-20 visa, therefore this institution cannot accept applications from students from abroad who are on an F-1 or M-1 visa. This institution does not offer any visa services and will not vouch for a student's status.

School History & Description

The History of LRMAI

LRMAI was created by Family Health Centers of San Diego (FHCSD) in response to several needs of the community: to provide job opportunities, to fill the critical shortage of qualified health care workers and to diversify the health care workforce so that it is reflective of the patient population. FHCSD is a 501(c)(3) nonprofit organization rich in history and tradition. In 1911, the San Diego Industrial School was built on the site where our first clinic now stands. This school was originally a settlement house that provided Barrio Logan's immigrant residents with social services. The community grew around this location and by 1940, Barrio Logan had become one of the largest Mexican-American communities on the West Coast.

In 1970, Laura Rodriguez, the school's namesake, and a group of community members sought to bring much-needed medical services to Barrio Logan. They took over the building and, after eight days of occupation, succeeded in negotiations with the City of San Diego and the community. This led to the gifting of the building to the community of Barrio Logan and the establishment of the Chicano Free Clinic. Medical care delivery began two evenings a week and the health center saw approximately 150 patients each month. This building eventually became Logan Heights Family Health Center, the flagship clinic of FHCSD.

FHCSD has since transformed into the tenth largest health center in the country, providing care to over 227,000 patients each year, of whom 91% are low-income and 29% are uninsured. Reflective of FHCSD's service to the underrepresented and underserved, LRMAI aims to recruit students who are also part of those marginalized groups, to give them the opportunity to start a career in health care, creating a diverse, compassionate and skilled allied health workforce.

Bankruptcy Disclosures

LRMAI does not have a pending petition in bankruptcy and is not operating as a debtor in possession, has not filed a petition within the preceding five years, or has had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.).

Campus

Location

All didactic and skills lab learning are held at the main LRMAI campus which is located at 5160 Federal Blvd. #150, San Diego, CA 92105. The campus is situated on Federal Boulevard, four blocks north of Martin Luther King Jr. Freeway. Students receive instruction on institute-owned equipment, hardware

and software in the classroom and skills lab. Restrooms are available. The facilities have adequate lighting, air conditioning and are wheelchair accessible. The facility and equipment used fully comply with all federal, state and local ordinances and regulations, including requirements for fire safety, building safety, handicapped access and health. The classrooms are located upstairs with audiovisual equipment and seating for 50. The campus has Wi-Fi available for students to access on their personal devices.

The skills lab, offices and library take up approximately 1,200 square feet of the first floor and are accessible from the building's front and back entrances. The skills lab includes a simulated exam room with low-fidelity adult, pediatric and infant mannequins. There are two computers on wheels to use for learning using the electronic health record during simulation. There is a working autoclave area for students to learn key concepts in sterilization. The vital signs area contains the equipment needed to room patients and prepare them for examination. Students learn phlebotomy skills in the laboratory area with arms to simulate a venous blood draw. There are ample supplies for practicing medication and vaccine administration as well as other hands-on skills such as ECG, ear irrigation and wound care. The space is set up so that students have ample experiential learning opportunities prior to caring for real patients in the clinic sites.

Transportation

Free student parking (including handicapped) is available around the building. The Euclid Avenue trolley station is one mile from campus at [450 Euclid Avenue, San Diego, CA 92114](#). The [San Diego Metropolitan Transit System](#) has buses and the trolley (Orange Line) that service Euclid Avenue Station. There are also several bus stops closer to campus on Federal Boulevard.

Housing

The institution has no responsibility to find or assist a student in finding housing. It does not offer any dormitory facilities, nor does it offer any assistance locating off-site housing; however, ample housing options are available near campus. Per the California Student Aid Commission statistics for 2021-2022, average housing costs are $1,298 per month. Students are strongly advised to find suitable housing prior to their program start date.

Security

In compliance with the Crime Awareness and Campus Security Act of 1990 (Title II of Public Law 101-542, as amended), LRMAI provides students with current campus security policies and procedures on Classe365. Annually, LRMAI publishes a Security Disclosure that contains detailed information regarding crime statistics for campus. Students are responsible for their own security and safety and must be considerate of the security and safety of others. The school is not responsible for any student's personal belongings that are lost, stolen or damaged on or adjacent to campus, in parking

lots, at externship sites or during any school activities. Any act of a criminal nature should be reported to FHCSD Security or the police.

LRMAI facilities are accessed using the student's ID badge. Students should not allow other people to follow behind them while accessing locked doors with their badge. If the badge is lost or stolen, the student services manager must be notified immediately so that the old badge can be deactivated and a replacement badge can be ordered.

Program Staff

Chief Executive Officer, Fran Butler-Cohen, MBA
Fran Butler-Cohen has extensive experience as an administrator, coordinator, executive director and CEO of health care programs. She has been CEO of FHCSD for 35 years and oversees more than 90 sites across San Diego County with over 2,500 employees. She has a bachelor's degree in psychology, a master's in business administration and a master's in rehabilitative services.

Chief Academic Administrator, Pauline G. Lucatero, RN, MSN
Pauline Lucatero is a skilled and highly trained registered nurse with experience in operational management, interpersonal communication and leadership. She holds an associate degree in nursing, a bachelor's degree in health science and a master's in nursing. She has worked as an RN in women and infant services as well as an obstetrics clinical instructor. She also worked as the director of nursing at FHCSD and has experience as a nurse manager in the clinic setting. She oversees the curriculum, education and training of medical assistants and nurses at LRMAI.

Student Services Manager, Michelle Guzman
Michelle Guzman has a bachelor's degree in childhood development and a child development master teacher permit from the California Commission on Teacher Credentialing. She is a passionate advocate for students with over 18 years of educator experience. She previously spent seven years teaching at Pastor of All Hallows Catholic Parish, where she worked closely with students and families providing guidance and support. She also has experience working with the San Diego Unified School District. As the LRMAI student services manager, she provides students with the resources and support they need to succeed in the program.

Recruitment Coordinator, Kandy Palafox
Kandy Palafox has a bachelor's degree in psychology and five years of experience in recruiting, advising, educating and research. As the recruiter for LRMAI, she educates candidates about our program and guides potential students through the application process. She is an experienced community outreach coordinator with a passion for helping others.

Administrative Assistant III, Maarya Haq
Maarya Haq has a bachelor's degree in sociology and two years of experience in education and research. As an experienced administrative assistant, she supports the day-to-day operations of the

program and ensures the efficiency of all administrative aspects. She is passionate about health care education and is committed to helping students and staff succeed.

Instructor, Ruben Fernandez
Ruben Fernandez is a nationally certified medical assistant and began his career in 2016 as a medical assistant/patient service representative in the mental health setting. In 2018, he started working at Chula Vista Family Health Center, where he provided exceptional service to staff and patients. He has a genuine passion for delivering compassionate care to a diverse patient population as well as teaching and mentoring new medical assistants.

Instructor, Leissa Budden
Leissa Budden is a nationally certified medical assistant with over 20 years of experience. She previously worked as a medical assistant preceptor for five years where she trained new team members and became an active mentor for the team. She is a compassionate health care worker and truly enjoys providing exceptional care to all patients.

Instructor, Ana Lopez
Ana Lopez is a nationally certified medical assistant with five years of experience. She previously worked as a medical assistant preceptor for three years, where she trained new medical assistants in multiple departments, and became an integral part of the El Cajon Family Health Center team. She is a passionate health care worker who takes pride in giving high quality care to all patients.

Hours & Academic Calendars

Hours of Operation

LRMAI offices are open Monday through Friday from 8:00 a.m. to 5:00 p.m. except on major holidays.

Instructor Office Hours

Instructors may have office hours separate from our standard operating hours. Office hours for each instructor can be found in your course syllabus.

Course Hours

Classroom learning will be held Monday through Friday from 8:00 a.m. to 11:00 a.m. and 12:00 p.m. to 3:00 p.m. (full-time) and Monday through Friday from 5:30 p.m. to 9:30 p.m. (part-time) for the first six modules of the program. The remaining eight weeks will be eight-hour days at clinic sites and will depend on the assigned clinic's operating hours. The course calendar will be distributed at orientation

and externship assignments are made at the end of Module 160. More information can be found about scheduling in each module's syllabus.

Observed Holidays

Please see the academic calendar for more details. Additional holidays or school closures may be declared at the discretion of the administration.

Day Observed	Holiday
January 1, 2024	New Year's Day
May 27, 2024	Memorial Day
July 4, 2024	Independence Day
September 2, 2024	Labor Day
November 28 – 29, 2024	Thanksgiving Holiday
December 25, 2024	Christmas Day
January 1, 2025	New Year's Day
May 26, 2025	Memorial Day
July 4, 2025	Independence Day
September 1, 2025	Labor Day
November 27 – 28, 2025	Thanksgiving Holiday
December 25, 2025	Christmas Day
January 1, 2026	New Year's Day

Academic Calendars

Cohort 3 – Part Time Schedule

Important Dates	
August 14 – October 16, 2023	Application Period
August 14 – October 13, 2023	Interviews
August 21 – October 13, 2023	Acceptance Letters
October 9, 2023	Waitlist Offers
October 13, 2023	Admission Acceptance Deadline for Waitlist Candidates
October 16, 2023	Final Day to Accept Admission
October 30, 2023	Module 110 – First Day of Classes
November 20, 2023	Module 120
November 23 – 24, 2023	Thanksgiving Holiday – Campus Closed
December 14, 2023	Module 130
December 25, 2023	Christmas Day – Campus Closed
January 1, 2024	New Year's Day – Campus Closed
January 9, 2024	Module 140
January 15 – 19, 2024	Campus Climate Survey
February 6, 2024	Module 150
February 27, 2024	Module 160
March 19, 2024	Module 170 – Externship
May 16, 2024	Last Day of Classes
May 27, 2024	Memorial Day – Campus Closed
August 3, 2024	Graduation
August 16, 2024	Maximum Timeframe Deadline

Dates are subject to change.

Cohort 3 – Full Time Schedule

Important Dates	
November 1 – December 26, 2023	Application Period
November 1 – December 22, 2023	Interviews
November 8 – December 22, 2023	Acceptance Letters
November 23 – 24, 2023	Thanksgiving Holiday – Campus Closed
December 18, 2023	Waitlist Offers
December 25, 2023	Christmas Day – Campus Closed
December 26, 2023	Final Day to Accept Admission
December 26, 2023	Admission Acceptance Deadline for Waitlist Candidates
January 1, 2024	New Year's Day – Campus Closed
January 8, 2024	Module 110 – First Day of Classes
January 23, 2024	Module 120
February 7, 2024	Module 130
February 19 – 23, 2024	Campus Climate Survey
February 21, 2024	Module 140
March 13, 2024	Module 150
March 28, 2024	Module 160
April 12, 2024	Module 170 – Externship
May 27, 2024	Memorial Day – Campus Closed
June 10, 2024	Last Day of Classes
July 4, 2024	Independence Day – Campus Closed
August 3, 2024	Graduation
August 10, 2024	Maximum Timeframe Deadline

Dates are subject to change.

Cohort 4 – Full Time Schedule

Important Dates	
January 8 – June 10, 2024	Application Period
January 8 – June 7, 2024	Interviews
January 15 – June 7, 2024	Acceptance Letters
May 27, 2024	Memorial Day – Campus Closed
June 3, 2024	Waitlist Offers
June 10, 2024	Final Day to Accept Admission
June 10, 2024	Admission Acceptance Deadline for Waitlist Candidates
June 24, 2024	Module 110 – First Day of Classes
July 4, 2024	Independence Day – Campus Closed
July 10, 2024	Module 120
July 25, 2024	Module 130
August 8, 2024	Module 140
August 26 – 30, 2024	Campus Climate Survey
August 29, 2024	Module 150
September 2, 2024	Labor Day – Campus Closed
September 16 2024	Module 160
September 30 2024	Module 170 – Externship
November 26, 2024	Last Day of Classes
November 28 – 29, 2024	Thanksgiving Holiday – Campus Closed
December 25, 2024	Christmas Day – Campus Closed
January 1, 2025	New Year's Day – Campus Closed
January 20, 2025	Maximum Timeframe Deadline
March 29, 2025	Graduation

Dates are subject to change.

Cohort 4 – Part Time Schedule

Important Dates	
January 8 – June 10, 2024	Application Period
January 8 – June 7, 2024	Interviews
January 15 – June 7, 2024	Acceptance Letters
May 27, 2024	Memorial Day – Campus Closed
June 3, 2024	Waitlist Offers
June 10, 2024	Final Day to Accept Admission
June 10, 2024	Admission Acceptance Deadline for Waitlist Candidates
June 24, 2024	Module 110 – First Day of Classes
July 4, 2024	Independence Day – Campus Closed
July 16, 2024	Module 120
August 7, 2024	Module 130
August 29, 2024	Module 140
September 2, 2024	Labor Day – Campus Closed
September 23 – 27, 2024	Campus Climate Survey
September 27, 2024	Module 150
October 18, 2024	Module 160
November 8, 2024	Module 170 – Externship
November 28 – 29, 2024	Thanksgiving Holiday – Campus Closed
December 25, 2024	Christmas Day – Campus Closed
January 1, 2025	New Year's Day – Campus Closed
January 8, 2025	Last Day of Classes
March 14, 2025	Maximum Timeframe Deadline
March 29 2025	Graduation

Dates are subject to change.

Cohort 5 – Full Time Schedule

Important Dates	
June 24 – September 18, 2024	Application Period
June 24 – September 13, 2024	Interviews
July 1 – September 13, 2024	Acceptance Letters
July 4, 2024	Independence Day – Campus Closed
September 2, 2024	Labor Day – Campus Closed
September 13, 2024	Waitlist Offers
September 18, 2024	Final Day to Accept Admission
September 18, 2024	Admission Acceptance Deadline for Waitlist Candidates
October 7, 2024	Module 110 – First Day of Classes
October 22, 2024	Module 120
November 5, 2024	Module 130
November 19, 2024	Module 140
November 28 – 29, 2024	Thanksgiving Holiday – Campus Closed
December 13, 2024	Module 150
December 16 – 20, 2024	Campus Climate Survey
December 25, 2024	Christmas Day – Campus Closed
December 31, 2024	Module 160
January 1, 2025	New Year's Day – Campus Closed
January 20, 2025	Module 170 – Externship
March 14, 2025	Last Day of Classes
March 29, 2025	Graduation
May 14, 2025	Maximum Timeframe Deadline

Dates are subject to change.

Cohort 5 – Part Time Schedule

Important Dates*	
October 7 – December 13, 2024	Application Period
October 7 – December 7, 2024	Interviews
October 14 – December 13, 2024	Acceptance Letters
December 18, 2024	Waitlist Offers
December 13, 2024	Final Day to Accept Admission
December 18, 2024	Admission Acceptance Deadline for Waitlist Candidates
December 25, 2024	Christmas Day-Campus Closed
January 1, 2025	New Year's Day-Campus Closed
January 13, 2025	Module 110 – First Day of Classes
February 3, 2025	Module 120
February 25, 2025	Module 130
March 19, 2025	Module 140
April 16, 2025	Module 150
April 21 – 25, 2025	Campus Climate Survey
May 7, 2025	Module 160
May 26, 2025	Memorial Day-Campus Closed
May 27, 2025	Module 170 – Externship
July 4, 2025	Independence Day-Campus Closed
August 1, 2025	Last Day of Classes
September 1, 2025	Labor Day-Campus Closed
October 25, 2025 *	Graduation
November 5, 2025	Maximum Timeframe Deadline

Dates are subject to change.

Cohort 6 – Full Time Schedule

Important Dates*	
January 13 – March 12, 2025	Application Period
January 13 – March 12, 2025	Interviews
January 20 – March 10, 2025	Acceptance Letters
March 10, 2025	Waitlist Offers
March 12, 2025	Final Day to Accept Admission
March 12, 2025	Admission Acceptance Deadline for Waitlist Candidates
March 31, 2025	Module 110 – First Day of Classes
April 15, 2025	Module 120
April 30, 2025	Module 130
May 14, 2025	Module 140
May 26, 2025	Memorial Day-Campus Closed
June 5, 2025	Module 150
June 9 – 13, 2025	Campus Climate Survey
June 20, 2025	Module 160
July 4, 2025	Independence Day-Campus Closed
July 8, 2025	Module 170 – Externship
September 1, 2025	Labor Day-Campus Closed
September 2, 2025	Last Day of Classes
November 10, 2025	Maximum Timeframe Deadline
October 25, 2025*	Graduation

Dates are subject to change.

Cohort 6 – Part Time Schedule

Important Dates*	
March 31 – June 18, 2025	Application Period
March 31 – June 18, 2025	Interviews
April 7 – June 16, 2025	Acceptance Letters
June 16, 2025	Waitlist Offers
June 18, 2025	Final Day to Accept Admission
June 18, 2025	Admission Acceptance Deadline for Waitlist Candidates
July 4, 2025	Independence Day-Campus Closed
July 7, 2025	Module 110 – First Day of Classes
July 28, 2025	Module 120
August 19, 2025	Module 130
September 1, 2025	Labor Day-Campus Closed
September 11, 2025	Module 140
October 9, 2025	Module 150
October 13 – 17, 2025	Campus Climate Survey
October 30, 2025	Module 160
November 24, 2025	Module 170 – Externship
November 27, 2025, November 28, 2025	Thanksgiving Holiday-Campus Closed
December 25, 2025	Christmas Day-Campus Closed
January 1, 2026	New Year's Day-Campus Closed
January 16, 2026	Last Day of Classes
March 28, 2026*	Graduation
May 4, 2026	Maximum Timeframe Deadline

*Dates are subject to change.

Cohort 7 – Full Time Schedule

Important Dates*	
July 7 – September 10, 2025	Application Period
July 7 – September 3, 2025	Interviews
July 14 – September 3, 2025	Acceptance Letters
September 1, 2025	Labor Day-Campus Closed
September 8, 2025	Waitlist Offers
September 10, 2025	Final Day to Accept Admission
September 10, 2025	Admission Acceptance Deadline for Waitlist Candidates
September 22, 2025	Module 110 – First Day of Classes
October 7, 2025	Module 120
October 22, 2025	Module 130
November 5, 2025	Module 140
November 26, 2025	Module 150
November 27, 2025, November 28, 2025	Thanksgiving Holiday-Campus Closed
December 1 – December 5, 2025	Campus Climate Survey
December 15, 2025	Module 160
December 25, 2025	Christmas Day-Campus Closed
January 1, 2026	New Year's Day-Campus Closed
January 5, 2026	Module 170 – Externship
March 2, 2026	Last Day of Classes
March 28, 2026*	Graduation
May 5, 2026	Maximum Timeframe Deadline

Dates are subject to change.

Admissions

Eligibility Requirements

Applicants must:

- Be 18 years of age or older.
- Have a high school diploma or equivalent.
- Be proficient in written and oral English language.
- Complete all required health and safety documentation for externship.

Please note that LRMAI does not recognize acquired life experience or prior experiential learning as a consideration for enrollment or granting credit towards any programs.

Admissions Policies

- Only online applications will be accepted.
- Meeting the eligibility criteria does not guarantee admission to the program. Final selection will be based on the student's application, test scores and interview.
- Late and/or incomplete packets will not be considered.

Enrollment Process

Stage 1: Eligibility Screening

Applicants must provide proof of eligibility and complete health and safety requirements for externship.

Stage 2: Online Application

Online applications must include supporting documents and a $100 non-refundable application fee.

- Government issued photo ID.
- Unofficial transcripts or records of your high school diploma/equivalent.
- American Heart Association (AHA) Basic Life Support (BLS) eCard Code.
- Both the online and hands-on BLS course options must be completed before starting Module 170.
- $100 non-refundable application fee.

Stage 3: Assessments

Applicants will be asked to complete a basic skills test and additional assessments as part of the pre-screening process.

- Predictive Index (PI) Behavioral Assessment
- Wonderlic Basic Skills Test

Stage 4: Interview

Applications will be reviewed by the admissions committee and selected applicants will be invited to interview.

Stage 5: Acceptance

Upon acceptance into the medical assisting program, students must:

- Complete Fitness-for-Duty attestation.
- Submit completed Live Scan form.
- Complete Healthcare Source Reference Assessment.
- Complete Universal Background Screening.
- Provide records for required immunizations (see table below).

Vaccine	Required Doses
MMR	2 doses
Varicella	2 doses
Tdap	Administered over the age of 18
Hepatitis B	2 dose series or titers *(Documentation of the vaccine administration or titers)*
Flu vaccine	Strongly recommended, but not required
TB QuantiFERON and/or chest X-ray	

This process is completed by FHCSD's human resources department at no cost to the student. They require these records to ensure patient safety while LRMAI students are in the externship program at their clinics.

These requirements must be received prior to the student being admitted to the school and the enrollment agreement must be signed by an accepting official.

Stage 6: Admission

Accepted applicants will sign the enrollment agreement, School Performance Fact Sheet and pay tuition.*

Students in the FHCSD Loan Forgiveness Program do not pay tuition up-front. Their final step is signing the loan agreement.

Policies

The chief executive officer is responsible for monitoring new policies and procedures and maintaining the school in compliance with the California Private Postsecondary Education Act of 2009.

Student Code of Conduct

LRMAI is built on a commitment to excellence, engagement in the learning process and mutual respect and courtesy. As a member of the LRMAI community, students have the obligation to accept responsibility for their conduct. Violation of any of the guidelines listed below shall result in probation, suspension, or dismissal from LRMAI.

Professional Behaviors

Dress Code

Students must wear appropriate attire as designated by the school. The school dress code reflects the dress code of FHCSD. Student uniforms include solid, royal blue scrubs and rubber-soled, closed-toe shoes. Student ID badges and the student badge buddy must be worn at all times. Students are also required to wear a watch with a second hand during externship.

Students are expected to practice good personal hygiene and maintain a clean, neat and professional appearance at all times. Employees and students are asked to avoid wearing heavily scented perfumes, colognes and personal products, such as lotions and powders, in order to provide a safe and healthy environment for students, employees, patients, staff and guests who may experience respiratory challenges caused by allergies or sensitivity to fragrances.

Make-up, hair color, fingernails and jewelry must be moderate and understated. Hair that is dyed should be a naturally occurring color (black, brown, blonde, auburn, grey, white or natural shades of red). LRMAI reserves the right to approve minimal variations in color if hue is subtle, applied only to small sections of the hair and is approved by the chief academic administrator.

Fingernails cannot extend more than 1/8 inch past the fingertip. Nail enhancements (acrylics, wraps, decals, etc.) are not permitted. Long nails or nails with enhancements pose an infection risk to patients.

Excessive facial or visible body piercings, including tongue piercings and ear gauges/plugs are not allowed. Acceptable piercings include ear lobe and nose piercings where a single stud or ring of no more than 1/2 inch in size may be displayed. Students that are inappropriately dressed and report to class or an externship site will not be allowed to remain, and the time missed will be recorded as an absence.

The following items are unacceptable attire for all FHCSD employees and volunteers:

- T-shirts that are unrelated to programs/projects.
- Tank tops, halter tops or other sleeveless/backless tops.*
- Sweatshirts or hoodies.

Clinical staff may not wear sleeveless tops.

The following outerwear is unacceptable attire for LRMAI students in the classroom, skills lab and externship site:

- Sweatshirts or hoodies.
- Hats, caps or beanies that are unrelated to programs/projects.

LRMAI and FHCSD seek to maintain the highest professional standard possible with regard to student and employee dress and grooming. Those students and employees who do not adhere to the standards set forth in this policy will be subject to disciplinary action. In addition, students and employees who report to work inappropriately attired, as deemed by management, will be sent home to change into more suitable clothing. Management personnel will be responsible for monitoring student and employee dress in their respective areas.

Dress Code Violations

- Students who report to class, skills lab or the externship inappropriately dressed can be sent home to change into more suitable clothing by any member of the LRMAI staff.
- Any student reporting to class or an externship site inappropriately dressed will not be allowed to remain and the time missed will be recorded as an absence.
- Clinical extern affiliates can report dress code violations to the student's instructor, the student services manager or the chief academic administrator.
- Repeated violations of any of the guidelines listed above shall result in probation, suspension or dismissal from LRMAI.

Fraternization

Employees of LRMAI are prohibited from dating or engaging in any fraternization with students, regardless of the student's age or consent. Further, employees are prohibited from entertaining or socializing with students outside of the learning environment. Any action or comment by an employee which invites sexual or romantic involvement with a student is considered highly unethical, in violation of college policy and will result in disciplinary action by LRMAI.

Inappropriate behavior between employees and students includes, but is not limited to:

- Flirting.
- Dating.
- Making suggestive comments.
- Requests for sexual activity.
- Physical displays of affection.
- Giving inappropriate personal gifts.
- Frequent personal communication with a student (via phone, notes, email, letters, text messages, social networks, etc.) unrelated to course work or official LRMAI matters.
- Providing or accepting rides.
- Providing or offering housing.
- Selling or buying anything.
- Providing alcohol or drugs to students.
- Inappropriate touching.
- Engaging in sexual contact and/or sexual relations.

This is not an inclusive or exhaustive list of inappropriate behavior. If a student witnesses, or is made aware of, an employee's participation in an inappropriate relationship with a student, we ask that the incident be reported to the chief academic administrator immediately.

Academic Dishonesty

All submissions should be the student's original work. Dishonesty on the part of any student shall result in probation, suspension or termination from the school.

Dishonesty includes, but is not limited to:

- Cheating.
- Plagiarizing.
- Assisting another student in cheating/plagiarizing.
- Furnishing false information to staff, faculty, administrators or other officials.

Turnitin.com

Enrolled students agree that all required papers will be subject to submission to Turnitin.com for text-matching algorithms to detect plagiarism. All submitted papers will be added as source documents in the Turnitin.com reference database solely for the purpose of detecting plagiarism of such papers in the future. For technical support, visit supportcenter.turnitin.com/s.

Substance Use

LRMAI is committed to maintaining a substance-free environment for students and employees. Our culture, driven by a commitment to excellence in all areas, has no room for, and is incompatible with, substance use in any form.

Accordingly, our campus policy prohibits:

- Reporting to campus or externship under the influence of alcohol, marijuana, illegal drugs or substances, including illegally obtained prescription drugs.
- Reporting to campus or externship under the influence of legal prescription or non-prescription drugs, if doing so could impair judgment, motor functions or place persons or property in jeopardy.
- Illegally using, selling, manufacturing, possessing, distributing, transferring, purchasing or storing alcohol or illegal substances on campus premises or in vehicles parked on campus premises.

Violating any of these policies will result in disciplinary action which may include expulsion, even for first-time offenses. Violations of the law will also be referred to the appropriate law enforcement authorities. Despite current educational and prevention efforts, some students make high-risk choices around alcohol and other substance use. For students seeking help with substance use, our student services manager is available on campus. FHCSD also offers an outpatient substance use disorder services program to provide substance use treatment and support services. More information can be found on the FHCSD website.

Tobacco-Free Campus

LRMAI is a tobacco-free campus. There are many ways to quit tobacco use, including talking to a health care provider, short-term counseling, behavioral therapy, phone apps and medication. The first step for any of these methods is deciding that tobacco will no longer play any role in one's life.

FHCSD's Patient Care Support Services Department offers free, year-round smoking cessation classes for anyone who has decided to quit. For more information, call (619) 515-2526 or schedule a telehealth appointment.

Sexual Misconduct

LRMAI is committed to creating and maintaining an environment where all who participate in school programs and activities can work and learn together in an atmosphere free from all forms of harassment, exploitation or intimidation. As these behaviors are a violation of both the law and school policy, LRMAI will respond promptly and effectively to all claims of sexual harassment. Once a claim has been thoroughly investigated, LRMAI will take appropriate action to prevent, correct and if necessary, discipline behavior that violates this policy.

Sexual harassment includes, but is not limited to:

- Unwelcome sexual advances.
- Requests for sexual favors.
- Verbal or physical conduct of a sexual nature.
- Conduct or behavior that explicitly or implicitly affects an individual's employment or education.
- Sexual conduct that unreasonably interferes with an individual's work or educational performance.
- Conduct that creates an intimidating, hostile or offensive working or learning environment.

Sexual misconduct should be reported to the chief academic administrator. Upon notification of sexual misconduct, the chief academic administrator will immediately notify FHCSD's employee relations or the director of human resources and begin coordinating emergency medical care for the victim if necessary. When appropriate, an investigation will be conducted as soon as possible and overseen by the chief academic administrator, FHCSD's director of human resources and the chief medical officer. Any investigation will be held in the strictest confidence and all information will be utilized to facilitate corrective action if necessary. FHCSD may interview those involved privately and take oral and/or written statements. A member of the LRMAI community who declines participating in the investigation will face disciplinary action. If a crime has occurred, the proper authorities will be notified.

Destruction or Theft of Property

Students will be held responsible for any theft or damage done to school or externship site property and will be expected to reimburse the institution for such damage or loss. This includes:

- Attempted or actual theft of campus or externship property, services or property of another.
- Damage to, or destruction of, campus or externship property.
- Possession of stolen property.
- Misuse or damage to fire safety equipment.
- Unauthorized possession, duplication or use of keys/access devices to any campus property.
- Unauthorized entry or use of campus property.

- Participation in an unauthorized activity that disrupts the operations of the campus or externship site and/or infringes on the rights of others.
- Obstruction of the free flow of pedestrian or vehicular traffic on campus or externship site property.

Violence

All forms of violence are prohibited including, but not limited to:

- Knowingly or recklessly causing harm or the threat of harm to any person.
- Initiating or causing to be initiated any false report, warning or threat of fire, explosion or other emergency.
- Abuse of a person in any manner, including but not limited to physical or verbal, threats, intimidation, bullying, cyber bullying and/or any conduct which threatens or endangers the health or safety of any person.
- Conduct that is disorderly, lewd or indecent; breach of peace; or aiding, abetting, or procuring another person to breach the peace on FHCSD property or at functions sponsored by, or participated in by, LRMAI or members of the academic community.
- Failure to comply with a directive of a school official, clinical extern affiliate or law enforcement officer acting in performance of their duties.
- LRMAI prohibits all persons who enter school or externship property from carrying weapons of any kind regardless of whether the person is licensed to carry the weapon or not.
- Any actions that disrupt the learning opportunities of other students, including but not limited to fighting, use of profanity, harassment, cheating and stealing will not be tolerated.

Recording in Classrooms

The unauthorized recording of classroom discussions, presentations or images including pictures of individuals or instructional materials, or unauthorized reproduction or uploading of such recordings to any web or online environment, is prohibited.

Attendance

Regular attendance is critical for students to achieve the academic objectives of the program. Attendance will be recorded daily by program instructors. Students are expected to report an absence 2 hours before class begins on the day of the missed class. Students are expected to report tardiness and early departures on the day of the occurrence. Students report attendance by email or phone call to their instructor, teacher's assistant and student services manager. If students are reporting to externship at their assigned clinic, students are expected to report an absence 2 hours before their clinic shift begins on the day of the missed clinic shift. Students report clinic attendance by email to

their instructors, teacher's assistant, MA Lead, MA Preceptor or Charge Nurse, and student services manager.

Attendance Record

Students are required to check their attendance records regularly in Classe365 to ensure their attendance is recorded accurately. If a student's attendance was not recorded accurately, the student must immediately notify the instructor to have the attendance record corrected. If a student does not report an issue relating to an attendance record before the module has ended, the presumption is that the attendance record is complete and accurate and the student's right to appeal is waived. Inaccuracies in attendance that have not been checked and corrected have a detrimental impact on a student's academic good standing.

Attendance Warnings & Probation

The purpose of probation is to warn students that their attendance is below the minimum required for graduation and to indicate that improvement is required before a degree can be granted. LRMAI students must demonstrate satisfactory attendance to remain in good academic standing. All scheduled hours of class must be attended. If a student misses a class, they must make up the work missed and make up the hours missed. Make-up work will be assigned on a case-by-case basis. Students are encouraged to schedule medical, dental, personal or legal appointments after school hours and should notify the school if they plan to be absent. The student will still be marked absent, tardy or left early if they miss class due to medical, dental, personal or legal appointments.

Students who do not demonstrate satisfactory attendance will be issued an attendance warning or attendance probation. If the attendance on probation does not improve, the student shall be subject to dismissal from the program. A student cannot graduate from a degree or certificate program while on attendance probation. An absence includes missing a full day or a combination of four late arrivals or early departures. In addition, excessive tardiness or early departures negatively impact the student's professional evaluation score that is assessed in every module.

Attendance warnings will be issued:

- After two absences during a module.

A student who received a first attendance warning is required to:
    • Make an appointment to meet with their instructor and student services manager within three
    (3) business days to discuss remedies for absenteeism
    • Complete all assigned make-up work
    • Make an appointment with instructor to take missed quiz or missed exam
    A student that receives a second attendance warning in a subsequent module is required to:

• Make an appointment to meet with their instructor and student services manager within three (3) business days to discuss remedies for absenteeism
• Student will not be allowed to make up missed work, missed quiz, or missed exam
• Student will be placed on attendance probation

A student on attendance probation that receives a third attendance warning in a subsequent module is required to:
• Meet with the chief academic administrator for a full academic and attendance review
• Chief academic administrator will determine student's eligibility to remain in the program
• Student will not be allowed to make up missed work, missed quiz, or missed exam
Attendance probation will be issued if at least one of these conditions has occurred:
• If an absence occurs after an attendance warning has been issued
• A module final attendance of less than 80%

If an absence occurs while the student is on attendance probation, the student will be notified of the potential consequences, including full academic review and eligibility to remain in the program, repeating modules, delaying externship and/or delaying graduation.
A student on attendance probation is required to:
• Meet with the student services manager and their instructor within three (3) business days
• Develop a plan for remedying absenteeism
• Notified of potential consequences of future absences
• Student will not be allowed to make up missed work, missed quiz, or missed exam

If a student on attendance probation receives an attendance warning in subsequent modules the student is required to:
• Meet with the chief academic administrator for a full academic and attendance review
• Chief academic administrator will determine student's eligibility to finish the program
• Student will not be allowed to make up missed work, missed quiz, or missed exam

Students who have been absent from their scheduled classes or clinic externship for 10 consecutive school days, not including scheduled school holidays, will be dismissed from the program.

Make-Up Work

 If make-up work is assigned, students are required to complete all assignments and work missed due to excused absence, tardiness or early departure within the timeframe given by the instructor. The instructor will assign additional outside make-up work to be completed for each absence. Scheduled

appointments with the instructor must be made for all make-up times and to take any test missed because of an absence. If a student schedules an appointment with instructor for outside make-up time or to take any test and fails to attend the appointment the student will receive a 0 for any missed make-up time or test.

Military Duties

Students required to participate in military duties will not receive any academic penalties while on active duty.

- Service members should request a Leave of Absence (LOA).
- Students must provide LRMAI with proof of compulsory service, activation orders or a letter from a commanding officer verifying the military obligation and length of service.

Leaves of Absence

Requesting a Leave of Absence

If an emergency arises, such as a family tragedy, medical condition or military obligation, making it necessary for a student to interrupt their training, the school, at its' discretion, may permit a student to request a Leave of Absence (LOA).

The following criteria are required:

- The student must request the leave in writing (prior to the expected LOA) and must sign and complete the Leave of Absence Request Form which is available from the school or can be found on Classe365.
- The student services manager must approve and sign the LOA request prior to the start date of the LOA.
- The reason for the request must provide reasonable assurance that the student will return at the end of the LOA.
- The school may ask for documentation confirming the reason for the LOA.
- Acceptable reasons for LOAs include, but are not limited to medical treatment, death in the immediate family and military obligations. A LOA may not be granted for reasons associated with a student's academic performance.
- A LOA will not be granted during the first didactic module unless the student requests a reasonable accommodation under the Americans with Disabilities Act (ADA).

- Students must return on the start date of a module except for externship (students may return from a LOA anytime to begin or complete externship; students do not need to wait for a module start date to return from a LOA when returning to an externship).
- Students may request an extension of a LOA, but the total LOA time must not exceed 180 calendar days within a 12-month period. All requests will be handled on a case-by-case basis.
- Students who fail to return on their scheduled LOA return date and/or fail to get an approved extension in advance will be dropped from the program.
- Upon approval of and during a LOA, the school does not assess the student any additional institutional charges.

Returning from a Leave of Absence

It is helpful for the student who is out on a LOA to stay in touch with the chief academic administrator as much as possible so that a prompt return date can be facilitated.

- If a student is ready to return from a LOA, they should first turn in the completed "Intent to Return" form and submit it to the chief academic administrator. The form is available from the school or on Classe365.
- The chief academic administrator must approve and sign the form request prior to the start date of the period.
- The form may be approved only if the school can determine there is reasonable assurance that the student will return on the scheduled returned date.
- The school must provide an explanation to the student, prior to granting the intent to return, regarding the effects that the student's failure to return from an intent to return may have on the student's financial obligations to the school.
- Students must return on a module start date of a module needed for graduation. Exception: intent to return does not apply to those students on externship or expected to start externship. Students will work with the student services manager to arrange externship placement.
- Students must be physically present in class when attendance is taken.
- Existing financial obligations remain in effect during an intent to return period.
- Students who fail to return to class on their scheduled intent to return date are dropped from the program.

Instructional Continuity

- LRMAI does not plan to offer distance education at this time.
- In the case of disruptions, such as inclement weather, quarantine or school closure, students are required to make up all assignments and work missed within the timeframe given by the instructor.
- The instructor may assign additional outside make-up work to be completed for each absence.

- Arrangements to take any test missed because of an absence must be made with the instructor.

Suspension or Termination from the Program

All students are expected to conduct themselves as responsible adults, to attend classes regularly and to maintain a satisfactory level of academic achievement.
The school reserves the right to suspend or dismiss any student who:

- Displays conduct which the faculty and administration deems detrimental to fellow students, other individuals, the community or the school, as addressed in the conduct policy of this catalog.
- Is found using, under the influence of or in possession of alcohol or illegal substances on or adjacent to school property.
- Participates in academic dishonesty.
- Fails to maintain satisfactory academic progress.
- Fails to meet satisfactory clinical standards.
- Fails to meet school's attendance policy or standards.
- Fails to meet financial obligations to the school.
- Fails to comply with federal software piracy statutes forbidding the unauthorized reproduction or distribution of computer software.

Appeal Procedures

A student who wishes to be reinstated after voluntarily withdrawing or being dismissed from the school due to failure to meet satisfactory academic progress or attendance standards, may request reinstatement or appeal the dismissal based upon exceptional mitigating circumstances. Such requests must be made in writing. Circumstances must be documented, and the student must demonstrate that such circumstances had an adverse impact on the student's academic progress in the program.

An appeals board made up of school officials will review the written request and supporting materials. A decision will be made, and the student will be notified in person or in writing. All decisions made by the appeals board are final.

English as a Second Language (ESL) Instruction

English as a Second Language instruction is not offered by LRMAI. All courses at LRMAI are taught in English. The student must be able to speak, read and write English fluently. English language proficiency is documented by the receipt of prior education documentation, the WBST and the student interview as described in the admissions process. The level of English proficiency that is required for the program is defined as scoring a level of one or greater on the WBST.

Anti-Discrimination Statement

FHCSD and LRMAI comply with applicable federal civil rights laws and does not discriminate, exclude people or treat them differently on the basis of race, color, national origin, religion, physical and mental disability, sex, including pregnancy, childbirth and related medical conditions, age, genetic information, language preference/ability, citizenship status, marital status, sexual orientation and gender identity, AIDS/HIV, medical condition, political activities or affiliations, military or veteran status or status as a victim of domestic violence, assault or stalking.

Diversity, Equity & Inclusion

LRMAI embraces and promotes antiracism, diversity, equity and inclusion. We foster and sustain these values in our activities, admissions, community involvement, curriculum, employment, policies and programs.

Definitions

- Antiracism is the practice of identifying, challenging and changing the values, structures and behaviors that perpetuate racism.
- Diversity includes all the ways in which people differ, and it encompasses all the different characteristics that make one individual or group different from another, including but not limited to, race, color, ethnicity, gender, sex, gender identity, age, national origin, religion, disability, sexual orientation, socioeconomic status, education, marital status, language, genetic information, military or veteran status and physical appearance. It also involves different ideas, perspectives and values.
- Equity is providing everyone with access to the same opportunities and potential for success. Equity ensures fairness by adjusting for differences in advantages and barriers.
- Inclusion is authentically bringing traditionally excluded individuals and/or groups into processes, activities and decision and policy making in a way that shares power.

To support these initiatives, LRMAI will:

- Continue to review and modify the school's policies and procedures to ensure the inclusion of diversity and equity; and identify the needs for additional policies to support employee and student success.
- Implement recruiting strategies to attract and retain diverse employees to support our students and the community and to foster a climate of inclusivity.
- Incorporate antiracism, diversity, equity and inclusion into the curriculum to educate students on the importance of these concepts in the learning environment and in the workplace.

- Each cohort will be asked to complete a voluntary campus climate and diversity survey to monitor LRMAI's performance in creating a diverse, inclusive, equitable and antiracist learning environment.
- Develop and implement antiracism, diversity, equity and inclusion workshops for employees, including concepts of culturally responsive teaching for educators, to facilitate a fair and equitable learning environment for students.
- Ensure that every student and employee is entitled to an educational/working environment which promotes the dignity and respect of all individuals, regardless of differences. No form of intimidation, bullying, harassment or discrimination will be tolerated.

Externship

The externship experience gives students the opportunity to put what they have learned into practice. During externships, the student is not paid and shall not be substituted for paid personnel during the clinical component of the program. Student preferences, including distance from clinic and desired patient population, will be carefully considered but preferences cannot be guaranteed. Clinical and externship sites assigned by the school are final and non-negotiable. Students are expected to attend their clinical or externship assignment regardless of travel distance to the site or the site's hours of operation. Transportation to and from the externship site will be at the student's expense. If a student refuses a clinical or externship site assignment, they will be terminated from the program as unable to meet the required objectives and expected progress of the program.

The externship portion of a program will be up to 40 hours per week. In case of an absence, the student is required to give prior notification to both the designated extern affiliate at the externship site and the school staff members. Days and times of externship duties may not be changed without the written permission of the school.

Externship site personnel, based on the standards set by the school, will evaluate the student's performance. An instructor or clinical coordinator will be assigned to visit sites on a regular basis to meet with students and verify that the objectives of externship as written in LRMAI curriculum are being met. Students must satisfactorily complete the externship assignment and all applicable coursework related to the externship including, but not limited to post conference participation, NCMA study sessions and practice tests, and Weekly Reflection Forms. Student assigned coursework should be submitted on the due date for an approved verification of time completed to graduate. If you fail to submit work on the due date, you have on business day to submit your late work for half the credit.

Program failure will result if the student receives unsatisfactory evaluations by the extern affiliate, fails to complete all coursework pertaining to the externship assignment or demonstrates unprofessional or unethical behavior during the assignment. Externship re-assignments will be evaluated on an individual basis and may require additional charges.

It is important the externship is a good learning environment for student success. Any issues in the externship sites must be brought to the attention of the student services manager immediately.

Academic Progress Standards

Academic Advising

Students are encouraged to first reach out to their instructors to ask for an appointment to discuss any challenges related to their education that they may be experiencing. Additionally, the student services manager can assist students with navigating challenges that impact their education.

Credit & Grading System

Grading System

The grading system outlined below is used for all courses. Only letter grades are posted to the student's official school transcript.

Letter Grade	Percentage	Quality Points
A	90 – 100%	4.0
B	80 – 89.99%	3.0
C	70 – 79.99%	2.0
D	60 – 60.99%	1.0
F	Below 60%	0
W	Withdrawal	N/A
I	Incomplete	0

Course Withdrawal

Although most students at LRMAI successfully complete their program, there are occasionally unforeseen circumstances, which require that the student withdraw from the school.

Students who withdraw prior to the completion of their program must follow the steps listed:

1. Meet with the instructor to discuss the intent to withdraw from the program. The instructor will provide the student with the "Intent to Withdraw" form. The form can also be found on Classe365.
2. Meet with the student services manager to discuss the student's decision to withdraw. LRMAI will make every effort to assist the student to continue their education. If the student would still like to withdraw, they will also discuss financial obligations to the school at that time. The amount of refund and final grade determinations are based upon the student's last date of class attendance.
- The chief academic administrator will finalize the withdrawal process.
3. The date that the notice to withdraw is considered effective on the day the institution receives the completed form.

The institution has the right to withdraw a student after the cancellation period for the following reasons:

1. Not meeting the minimum attendance requirements.
2. Not meeting the minimum Satisfactory Academic Progress.
3. Violating the Student Code of Conduct.
4. Not returning from a Leave of Absence.

Both student-initiated and institution-initiated withdrawal results in a "W" on the transcript for the incomplete course. The "W" is not factored into the student's grade point average (GPA).

Incomplete Grades

You receive a temporary grade of "I" when you are granted an incomplete grade to allow for additional time to submit coursework beyond the course end date. This grade has no impact on your cumulative GPA until a final grade is assigned. At the end of the module, students are granted a maximum extension not exceeding 5 business days. to complete the course requirements. Late submittals will be counted for half the credit. If the student does not complete the course requirement within the extension period, they will receive a failing grade of "F" for the module.

Students who wish to seek an incomplete grade to allow for additional time to submit coursework must follow the steps listed:

1. Meet with instructor.
2. Meet with the student services manager to discuss their decision and create a plan for completion.
- The plan is approved by the chief academic administrator and the student can complete the coursework.

Satisfactory Academic Progress (SAP)

Satisfactory progress toward the completion of a program of study is expected of all students attending LRMAI and is defined as maintaining a 2.0 GPA performance of required skills.

Academic Probation

The purpose of probation is to warn students that their academic performance is below the minimum required for graduation and to indicate that improvement is required before a degree can be granted. LRMAI students must demonstrate satisfactory performance to remain in good academic standing. Students who do not demonstrate satisfactory performance will be given an academic warning or placed on academic probation. If the work of a student on probation does not improve, the student is subject to dismissal from the program. A student cannot graduate from a degree or certificate program while on academic probation.

An academic warning will be issued for:

> • Any score of less than 70% on an assignment, skills check off, exam or quiz

- •
- A student who has received an academic warning is REQUIRED to:

> • Meet with their instructor within three (3) business days to discuss the grade

Academic Probation will be issued if at least one of these conditions has occurred:

- • Three academic warnings

- • A module final grade of less than 70%

- • A cumulative GPA of LRMAI courses that drops below 2.0

A student on academic probation is REQUIRED to:

- • Meet with the student services coordinator within three (3) business days

- • Develop a plan for achieving academic success

Students must satisfy the Satisfactory Academic Progress Standards by the end of the probationary period to remain in the program. The length of the probationary period will depend on the reason for academic probation:

• If the student received three academic warnings in a module, the probationary period would last until the end of that module. The student must not receive any academic warnings during the probationary period AND achieve a 70% or higher in the module's final grade or be subject to dismissal from the program.

• If the student receives probation due to a final module grade of less than 70% OR a cumulative GPA of less than 2.0, the probationary period lasts through the completion of the next module. The student must not have any academic warnings during the probationary period AND must achieve a 70% or higher for their final grade in the next module or be subject to dismissal from the program.

Repeats & Remediation

Unless exceptional circumstances apply, individual modules may only be repeated once, and students cannot exceed two repeated modules in the program. All final course grades will be recorded and appear on the student's transcript, but the grade received on the repeated course replaces the original grade in the calculation of the GPA. Repeated courses will result in additional charges. Remedial courses are not part of any school program.

Maximum Timeframe

To be considered making satisfactory academic progress toward graduation, a student must maintain a minimum cumulative grade point average within a maximum timeframe equal to 150% of the published program length, regardless of the student's rate of completion. The full time LRMAI medical assistant program is normally 21 weeks long, therefore students must complete the full time program in 31.5 weeks or less. The part time program is normally 28 weeks long and therefore students must complete the part time program in 42 weeks or less. These are estimates, exact dates of the maximum timeframe are on each cohort's course calendar.

Grade Disputes

Within 48 hours from the last day of a module, a final module grade will be calculated and entered into the electronic student database. Any change to a final module grade must be completed within seven calendar days from the last day of the module. Requests to change a final grade must be reviewed and approved by the chief academic administrator.

Readmission Policy

A student who has withdrawn or has been terminated may apply for readmission by contacting the chief academic administrator. The school reserves the right to refuse re-admittance based upon the attendance, academic and conduct history of the student during previous enrollment periods. Students who apply for re-entry into the same program may do so within 18 months from their last date of attendance and will be given credit for any class that was successfully completed. A student re-entering the school over 18 months from their last date of attendance may be required to repeat the entire program.

Transfer of Credit

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at LRMAI is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the Medical Assistant Certificate you earn at LRMAI is also at the complete discretion of the institution to which you may seek to transfer. If the 710-hour certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending LRMAI to determine if your Medical Assistant Certificate will transfer.

LRMAI has not entered into an articulation or transfer agreement with any other college or university.

Graduation Requirements

The candidate for a certificate must:

1. Complete all modules with a GPA of at least 2.0.
2. Meet all applicable clinical, classroom and laboratory skills proficiency standards.
3. Complete all theory, clinical and externship requirements, and receive satisfactory evaluations.
4. Fulfill all financial obligations to the school prior to graduation.
5. Passing a final exam at the end of the program is not a graduate requirement, however, the NCMA will be offered at the end of the program for students who are interested in this optional certification.

LRMAI does not issue partial credit for the program's clock hours. Programs taken must been completed to receive a certificate.

Academic Records & Program Certificates

Academic Records

Student Record Retention

LRMAI will maintain student records for each student, regardless of whether the student completes the educational service, for a period ending five years after the date of the student's graduation, withdrawal or termination. Student transcripts will be maintained indefinitely.

Transcripts

Unofficial transcripts can be downloaded free of charge at any time through the school management software, Classe365. Official transcripts can be ordered online using the transcript request form for a $10 fee and official transcripts will be sent within five business days.

Program Certificates

An official program certificate will be given to each student upon program completion free of charge. Additional copies of an official program certificate may be obtained at the request of the student. The request should be made through Classe365 using the Program Certificate Request form for a $30 fee. The student's financial accounts must be current prior to the school furnishing any official program certificate.

Family Education Rights and Privacy Act (FERPA)

Also known as the Buckley Amendment, the Family Educational Rights and Privacy Act was mandated by Congress in 1974.

The main points include the following:

- Student records must be maintained for a minimum of five years, with transcripts maintained indefinitely. The student has the right to inspect academic, financial or general records by appointment during normal school hours. The only exception is the confidential student guidance notes maintained by faculty members, the department head, the CEO or CAO.
- The school may not release nor disclose academic, personal or financial information to outsiders (employers, agencies or individuals) without first securing a written release from the parent or eligible student.
- The student may not have access to financial data separately submitted by parents or guardians.

- Once the student becomes an eligible student, the rights accorded to, and consent required of parents under this act, transfer from the parents to the student.

Student Services

Orientation

All new students must attend an orientation prior to their first day of class. During orientation, school policies are introduced, and textbooks are distributed.

Resource Center

The Resource Center provides students access to the most current publications as well as use of desktop computers, printer and copier machines, quiet workspaces and free Wi-Fi during operating hours. The LRMAI website also provides students with digital resources that will serve as a gateway to reliable online information. Students will have access to UpToDate, a software system used to provide point-of-care medical information to health care workers, as well as open-source journals and periodicals found through Google Scholar. Professional practice websites such as the American Association of Medical Assistants and the Medical Board of California will be included in addition to other credible online medical resources. The Resource Center is open to students with active student badges Monday through Friday from 8:00 a.m. to 5:00 p.m.

Guidance Services

LRMAI aids students facing challenges that impact their education. The LRMAI staff's connection with FHCSD allows us to leverage existing relationships within the community to assist students in whatever way we can. Students can reach out to the student services manager or chief academic administrator for assistance.

Childcare Services

LRMAI does not provide childcare services. Children are not permitted in the instructional areas. If childcare issues are negatively impacting academic performance, a meeting should be arranged with the student services manager to discuss possible solutions.

Disabilities & Learning Differences

Accommodations

LRMAI is an equal opportunity program. In accordance with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act (ADA), LRMAI is committed to providing reasonable accommodations including auxiliary aids and/or services to qualified individuals with a disability, unless providing such accommodations would result in undue burden or fundamentally alter the nature of the relevant program, benefit or service provided by LRMAI.

To request auxiliary aid or service, please complete the Request for Accommodations form on at www.LRMAI.org. For additional support, contact the Benefits and Wellness Department of Human Resources at FHCSD via phone at (619) 515-2300 or the student services manager. Students can also reach out to the chief academic administrator with questions or concerns. Requests with supporting documentation should ideally be submitted at least two weeks prior to the beginning of the first day of classes or as soon as possible.

Service Animal Policy

Service animals are permitted on LRMAI and FHCSD facilities for those with disabilities. Staff may ask:

- Is it a service animal required because of a disability?
- What tasks is it trained to perform?
- Does it have documentation of a current license from San Diego County?

Emotional Support Animals are not permitted at LRMAI or FHCSD facilities. Service animals must be kept on a leash and may not wander freely. Students are responsible for cleaning up after their service animal. Service animals may be asked to leave the facility if they cause a direct threat of health and safety to students, patients or staff members. The student is liable for any damage caused by their service animal.

Grievance Procedures

Students wishing to express a concern should adhere, in order, to the following procedures:

1. Discuss the concern with the appropriate instructor. All discussions are to be held before or after class or by a scheduled appointment.
- If the concern cannot be resolved through the instructor, present the concern in writing to the chief academic administrator and schedule an appointment to discuss the concern with the chief academic administrator.

- If the concern cannot be resolved through the chief academic administrator, present the concern in writing to the chief academic administrator and schedule an appointment to discuss the concern with them.
2. Unresolved concerns may be appealed to a review board in writing. Appointments with the review board are scheduled through the chief academic administrator's office. The review board has the responsibility for reaching a decision that is in balance with the best interests of all parties named in the complaint.
3. Further unresolved concerns may be expressed either in writing or by personal appearance. Contact the student services manager to pursue this formal grievance procedure.
4. If the problem or grievance cannot be resolved after exhausting the formal grievance procedures, students may report to the Bureau for Private Postsecondary Education at 1747 N. Market Blvd., Suite 225, Sacramento, CA 95834, by telephone at (888) 370-7589, direct line (916) 574-8900, fax at (916) 263-1897 or email to bppe@dca.ca.gov.

Graduate Services

LRMAI's mission is to provide adult learners with the skills and technical knowledge necessary to qualify for employment in entry-level positions. The manager of student services serves as a liaison between the graduates and the business/medical community.

Incorporated into the curriculum are the following career development topics:

- Interviewing and job search skills.
- Resume writing.
- Professionalism.

Students can make an appointment for further guidance about job skills and placement assistance by scheduling a meeting with the student services manager if they both:

- Successfully completed all graduation requirements.
- Submitted a personal resume to the student services manager.
- Fulfilled all financial obligations to the school.

Office of Student Assistance and Relief

The Office of Student Assistance and Relief is available to support prospective students, current students, or past students of private postsecondary education institutions in making informed decisions, understanding their rights, and navigating available services and relief options. The office may be reached by calling (888) 370-7589 or visiting http:/www.osar.bppe.ca.gov/ .

Tuition & Fees

Financial Aid

Laura Rodriguez Medical Assistant Institute does not offer any form of financial aid, but does offer a Loan Forgiveness Program through FHCSD. The Loan Forgiveness Program waives tuition and the cost of books for students who successfully complete the program and perform full time satisfactory work for FHCSD as a medical assistant for three (3) years after graduation (loan period).

LRMAI is not accredited by an accrediting agency recognized by the U.S. Department of Education. Students are not eligible for federal or state student aid programs because it is a new institution and does not qualify for accreditation. While LRMAI does not guarantee job placement upon graduation, LRMAI graduates who are hired by FHCSD are eligible for tuition forgiveness through FHCSD's Loan Forgiveness Program.

Schedule of Charges

Medical Assistant Program Cost

Medical Assistant Program Cost as of April 1, 2024

Fees	Amount	Description	Type of Charge
Registration	$100.00	*Fee for registration is non-refundable.*	Institutional
Books	$150.00	*This is the cost for textbooks. This fee is refundable.*	Institutional
STRF*	$0.00	*This fee is non-refundable.*	Institutional
Uniform**	$350.00	*Students purchase their own uniform (see Dress Code).*	Non-institutional
Tuition	$7,100.00	*Tuition charged for the program. This fee is refundable.*	Institutional
Total Cost***	**$7,700.00**	*The sum of institutional and non-institutional charges.*	

*Effective April 1, 2024, the Student Tuition Recovery Fund (STRF) assessment rate changed from two dollars and fifty cents ($2.50) per one thousand dollars ($1,000) of institutional charges to zero dollar ($0.00) per one thousand dollars ($1,000) of institutional charges. (5, CCR section 76120). As of this date, institutions will no longer be required to collect STRF assessments from students.

**Student uniforms include solid, royal blue scrubs, rubber-soled, closed-toe shoes, a watch and stethoscope. Uniforms must be purchased prior to the first day of class from the student's retailer of choice. The final cost will vary, but is estimated to be around $350.

***These are the schedule of total charges for a period of attendance and an estimated schedule of total charges for the entire educational program (plus the cost of the uniform).

Total Charges

Payment	Due Date	Amount
NON-INSTITUTIONAL CHARGES:		
• Uniform including scrubs, watch, stethoscope & shoes		$350**
INSTITUTIONAL CHARGES:		
• Initial Payment	Due upon enrollment	$3,625
• Final Payment	Due by the end of Module 150	$3,625
TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE:		$7,250
ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM:		$7,700
TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT:		$3,625

Tuition that is paid for through the FHCSD Loan Forgiveness Program is subject to the terms of the Promissory Note. No upfront payment of tuition is required for the Loan Forgiveness Program.

Student's Right to Cancel

California Education Code Section 94919(d) provides that students have the right to obtain a refund of charges if notice of cancellation is made through attendance at the first class session, or the seventh day after enrollment, whichever is later. In accordance with California Education Code Section 94919(d), the institution's policy is that all new and re-entry students have the right to cancel the enrollment agreement until midnight of the seventh day from the scheduled start date of the first module, not including holidays (but does include weekends and in-service days).

In accordance with California Education Code Section 94919(b), students shall notify the school in writing of the cancellation of their enrollment agreement ("Notice of Cancellation"). The notice can be submitted by mail, email, fax or in person. If the notice is received by mail, it is effective when deposited in the mail properly addressed with postage paid.

If the school has given the student any equipment, including books or other materials, they shall return it to the school within 30 days following the date of the notice of cancellation. If the student fails to return this equipment, including books or other materials, in good condition, within the 30-day period, the school may deduct its documented cost for the equipment from any refund that may be due. Once the equipment is paid for, the student may keep it without further obligation. If you cancel the

agreement, the school will refund any money paid, less any deduction for equipment not timely returned in good condition, within 45 days after your notice of cancellation is received.

If the student obtains a loan to pay for an educational program, they will be responsible for repaying the full amount of the loan plus interest, less the amount of any refund.

If the student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both of the following may occur: (a) the federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan and (b) the student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.

Cancellation Initiated by the Institution

There are conditions in which a cancellation determination will be made by the institution for new and re-entry students. The determination can occur on or before midnight of the seventh consecutive calendar day from the scheduled start date of the first module, not including school-scheduled holidays or breaks (winter, spring and summer breaks only). For re-entry students, it is the first module in which the student is enrolled upon returning to school. The institution may initiate a cancellation for the following conditions:

1. Violation of the student code of conduct.
2. Inability to obtain proof of any of the admission criteria.
3. Inability to meet safety and health requirements.
4. Inability to complete financial obligations.

The institution maintains a cancellation and withdrawal log to include the names, addresses, phone numbers and dates of cancellation.

Institutional Refund Policy

After the end of the cancellation period, students have a right to terminate their studies at this school at any time and to receive a refund for the part of the course or program that was paid for and not received.

If any portion of tuition was paid from the proceeds of a loan, then the refund will be sent to the lender or the agency that guaranteed the loan, if any.

Students have the right to withdraw from a course of instruction at any time. If they withdraw from the course of instruction after the period allowed for cancellation, the school will remit a refund, less a

registration fee, within 45 days following the withdrawal. Students are obligated to pay only for educational services rendered and for unreturned books or equipment. The institution has the right to withdraw a student after the cancellation period for the following reasons:

1. Not meeting minimum attendance requirements.
2. Not meeting minimum satisfactory academic progress.
3. Violating the student code of conduct.
4. Not returning from LOA.

The institutional refund policy is used to determine the amount of tuition to be refunded to a student who withdraws or is terminated after the first day of class. Refunds are computed from the first date of entrance (commencement of training) to the last date of actual attendance as determined by official attendance records. When a student withdraws, the institution pro-rates tuition charges based on the formula outlined below. For refund purposes, days are defined as calendar days. To determine the amount of the refund, the following calculations will be used:

Step 1:
Total tuition – Application fee – Equipment costs* = Base tuition
Only if equipment is not returned in good condition within 30 days

Step 2:
Base tuition ÷ # of days in the enrollment period = Daily charge

Step 3:
Daily charge * # of days attended/scheduled to attend prior to withdrawal = Amount owed to school

Step 4:
Base tuition – Amount owed to school = Refund amount

Federal Student Financial Aid Refunds

If the student receives federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal financial aid funds.

Student Tuition Recovery Fund Disclosures

The state of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you

are a student in an educational program, who is a California resident, or are enrolled in a residency program and prepay all or part of your tuition.

You are not eligible for protection from the STRF and are not required to pay the STRF assessment if you are not a California resident or are not enrolled in a residency program.

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education at 1747 N. Market Blvd., Suite 225, Sacramento, CA 95834, by telephone at (888) 370-7589, direct line (916) 574-8900, fax at (916) 263-1897 or email to bppe@dca.ca.gov.

To be eligible for STRF, you must be a California resident or enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment and suffered an economic loss because of any of the following:

1. The institution, a location of the institution or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the bureau or did not complete a chosen teach-out plan approved by the bureau.
2. You were enrolled at an institution or a location of the institution within the 120-day period before the closure of the institution or location of the institution or were enrolled in an educational program within the 120-day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF. A student whose loan is revived by a loan holder or debt collector after a period of non-collection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student

eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

However, no claim can be paid to any student without a social security number or a taxpayer identification number.

Medical Assistant Program

Program Description

The medical assistant program is designed to prepare students for entry-level positions as medical assistants in a variety of health care settings. Students study the structure and function of the major body systems, medical terminology, fundamental medical assisting skills, assisting with diagnostic and therapeutic procedures, computer skills, administrative processes and the processing of medical insurance forms and claims.

This program is divided into seven learning units called modules. The first six modules are classroom modules. Each stands alone as a unit of study and builds upon the knowledge that was obtained in previous modules. If students do not complete any portion of a module, the entire module must be repeated. Following the successful completion of the first six modules, students participate in a 320-hour externship.

Medical Assistant Profession

Medical assistants are unlicensed allied health workers who perform standard clinical and administrative support services under the supervision of a licensed provider, usually in an ambulatory care setting. Since MAs practice in a variety of health care settings, their job description will vary depending on where they work. There are many skills medical assistants perform. Some skills are clinical, meaning they have to do with caring for patients. Others are administrative, which helps the medical office run smoothly. The U.S. Department of Labor's Standard Occupation Code for medical assistants is 31-9092 and falls within the Healthcare Support Occupations profile.

Clinical skills include:

- Taking medical histories.
- Checking vital signs.
- Preparing patients for assisting health care providers during examinations.
- Collecting and preparing laboratory specimens including phlebotomy.
- Giving patients instructions about their health care needs.
- Preparing and administering medications as directed by a licensed provider.
- Transmitting prescription refills as directed.

- Taking electrocardiograms.
- Wound care and changing dressings.

Administrative skills include:

- Using computer applications.
- Answering telephones.
- Welcoming patients.
- Updating and filing patient medical records.
- Coding and filling out insurance forms.
- Scheduling appointments.
- Arranging hospital admissions and laboratory services.
- Handling correspondence, billing and bookkeeping.

Program Objectives

The objective of the medical assisting program is to provide the student with the appropriate didactic theory and hands-on skills necessary to prepare them for entry-level medical assistant positions.

Upon completion of this program, the student will be able to demonstrate the cognitive, psychomotor and affective competencies in subjects that are crucial to their success as an entry-level medical assistant:

- Collaborate effectively with other members of the health care team.
- Commit to a successful career development plan, including goal development, creating a resume, networking and searching for jobs.
- Demonstrate proficiency in word processing, medical transcription, the processing of insurance claims and computerized medical office applications.
- Develop the necessary skills needed to become an employable candidate in the workforce including effective communication, professionalism, problem-solving, appropriate documentation and organization skills.
- Engage in lifelong learning through continuing education, certification and professional organization membership.
- Exhibit appreciation and awareness of varied perspectives necessary to meet the needs of diverse populations.
- Incorporate knowledge of medical terminology, mathematics, pharmacology, anatomy and physiology into clinical practice.
- Maintain safety by valuing and demonstrating behavior to promote a safe environment for all.
- Perform administrative procedures that include telephone techniques, appointment scheduling, record management, coding and insurance billing procedures.

- Promote health through the performance of clinical skills, including preparing patients for examination and procedures, preparing and administering medications as directed, collecting and processing specimens, recognizing and appropriately responding to emergencies and providing patient education about health promotion and disease prevention.

The method by which these objectives and fulfillment of the LRMAI mission will be achieved through direct instruction, lecture and practicum. The instructor will provide assistance by integrating technology into instruction, emphasizing student-centered learning and placing more responsibility on the students to take the initiative for meeting the demands of various learning tasks.

Course Outline

Full Time schedule *(six-hour class days, eight-hour externship days)*

Course Number	Course Title	Clock Hours	Weeks
Module 110	Introduction to Medical Assisting	60	2
Module 120	Applied Anatomy, Physiology & Medical Terminology	70	2.5
Module 130	Administrative Medical Assisting Duties	60	2
Module 140	Clinical Medical Assisting Fundamentals	80	2.5
Module 150	Assisting with Diagnostics	60	2
Module 160	Assisting with Therapeutics	60	2
Module 170	Externship	320	8
Total Clock Hours		**710**	**21**

Part Time schedule *(four-hour class days, eight-hour externship days*)*

Course Number	Course Title	Clock Hours	Weeks
Module 110	Introduction to Medical Assisting	60	3
Module 120	Applied Anatomy, Physiology & Medical Terminology	70	3.5
Module 130	Administrative Medical Assisting Duties	60	3
Module 140	Clinical Medical Assisting Fundamentals	80	4
Module 150	Assisting with Diagnostics	60	3
Module 160	Assisting with Therapeutics	60	3
Module 170	Externship	320	8
Total Clock Hours		**710**	**27.5**

All clinical hours are done at FHCSD clinics located throughout San Diego County.

The recommended externship schedule is Full time, Monday through Friday (eight-hour days) for eight weeks. We realize this may be difficult for individuals that are working or have other obligations. Evening and weekend externship hours are very limited and cannot be guaranteed. The maximum timeframe for program completion is 150% of the program length as outlined in this course catalog.

Course Modules

Module 110: Introduction to Medical Assisting

Prerequisites

- Not applicable

Course Description

This module introduces students to a successful career in medical assisting. It covers requirements for licensure, certification and scopes of practice of medical professionals, as well as the professional, legal and ethical aspects of practicing as a medical assistant. Communication is introduced to encompass verbal and nonverbal communication, customer service excellence and factors that lead to communication challenges. At the end of the course, students learn the essential skills necessary for gaining employment, including resume writing and interviewing.

Module 120: Applied Anatomy, Physiology & Medical Terminology

Prerequisites

- Module 110: Introduction to Medical Assisting

Course Description

This module introduces normal anatomy and physiology, pathophysiology and medical terminology. Course topics cover the major body systems, their normal structures and functions and medical terminology. Common disorders will be reviewed by body system and an emphasis will be placed on documentation of symptoms, patient assessment, diagnostics, treatments and patient education.

Module 130: Administrative Medical Assisting Duties

Prerequisites

- Module 110: Introduction to Medical Assisting
- Module 120: Applied Anatomy, Physiology & Medical Terminology

Course Description

This module covers administrative duties performed by medical assistants including electronic and telephone correspondence, customer service excellence, scheduling, documentation, medical office finances, reimbursement and coding.

Module 140: Clinical Medical Assisting Fundamentals

Prerequisites

- Module 110: Introduction to Medical Assisting
- Module 120: Applied Anatomy, Physiology & Medical Terminology
- Module 130: Administrative Medical Assisting Duties

Course Description

This module covers fundamental skills used in clinical settings to facilitate ambulatory patient care including environmental safety, vital signs, infection prevention practices, emergency response, wound care and trauma-informed practices.

Module 150: Assisting with Diagnostics

Prerequisites

- Module 110: Introduction to Medical Assisting
- Module 120: Applied Anatomy, Physiology & Medical Terminology
- Module 130: Administrative Medical Assisting Duties
- Module 140: Clinical Medical Assisting Fundamentals

Course Description

This module covers diagnostics that are performed or assisted by medical assistants including electrocardiography, phlebotomy and specimen collection.

Module 160: Assisting with Therapeutics

- Module 110: Introduction to Medical Assisting
- Module 120: Applied Anatomy, Physiology & Medical Terminology
- Module 130: Administrative Medical Assisting Duties
- Module 140: Clinical Medical Assisting Fundamentals
- Module 150: Assisting with Diagnostics

Course Description

This module covers therapeutics within the scope of medical assisting practice which includes medication administration, vaccinations, nutrition and applied mathematics.

Module 170: Medical Assisting Externship

Prerequisites

- Module 110: Introduction to Medical Assisting
- Module 120: Applied Anatomy, Physiology & Medical Terminology
- Module 130: Administrative Medical Assisting Duties
- Module 140: Clinical Medical Assisting Fundamentals
- Module 150: Assisting with Diagnostics
- Module 160: Assisting with Therapeutics

Course Description

Upon successful completion of Modules 110 through 160, medical assisting students participate in an externship at an ambulatory care facility. The externship provides students opportunities to apply principles and practices learned in the program and utilize entry level clinical medical assisting skills. Medical assistant externs work under the direct supervision of qualified personnel at participating externship sites and under general supervision of the program staff. Students must successfully complete their externship experience in order to fulfill requirements for graduation.