



Medical Assistant

Application & Registration Form

541.880.2243 | ce@klamathcc.edu

Program Mission:

Students will be eligible to take the NHA(National Healthcare Association) certification exam to become a certified medical assistant. Students will be able to earn a non-credit training certificate from Klamath Community College.

Course Description:

This 20-week course has 6 hours of classroom instruction per week and a 90-hour internship with a local provider to practice providing patient care on real patients. Clinical Medical Assistant is a medical support professional that performs a variety of tasks to assist physicians in providing patient care. This course will provide the student the skills needed to sit for the NHA (National Healthcareer Association) certification exam.

Participation and attendance are mandatory to be placed in an internship and to take the national certification exam. You are allowed two absences during this program, which you should save for illness and emergencies that prevent you from attending class.

This course has a student cap of 15 students. Students will be entered into the program on a first come, first serve basis.

Prerequisites & Program requirements:

- High school graduate or GED equivalent
- Must be 18 years or older before class starts.
- Up to date on all vaccinations (Provide copy)
- Hepatitis B vaccine series & Tuberculin (TB) skin test (Provide copy)
- COVID-19 vaccination is required by Oregon Health Authority to participate in clinical internship.

Requirements to be completed during training:

- BLS American Heart Association card
- Bloodborne Pathogens training

- Completion of agreement & internship orientation with clinic prior to internship
- Completion of 90- hour internship
- Start online application for Medical Assistant Certification on NHA website
- Schedule time and date to take Exam (cost of exam is included in the cost of the program if the student takes the exam within 6 months of completing the course)
- Pass a random Drug Screen & Background check (No refunds due to inability to pass background check/drug screen)
- Attend resume workshop

*Screening can be conducted any time prior to the start of internship. All applicants understand that inability to pass the drug screen and/or background check will affect their ability to complete internship and program requirements.

*Disclaimer: Although marijuana may be legal in the state of Oregon for adults over the age of 21, most providers do not allow it and therefore we cannot accept any student into the internship that tests positive for marijuana on their drug screen.

If you have any questions about your ability to meet these requirements, please contact the Workforce/Community Education Department Coordinator at 541-880-2243.

Course Topics:

1. Foundational Knowledge and Basic Science
2. Anatomy and Physiology
3. Patient Care Coordination, and Education
4. Administrative Assisting
5. Communication and Customer Service
6. Medical Law and Ethics
7. Clinical Patient Care
 - Patient Intake and Vitals (14 items)
 - General Patient Care (28 items)
 - Infection Control and Safety (15 items)
 - Point of Care Testing and Laboratory Procedures
 - Phlebotomy
 - EKG and Cardiovascular

Schedule:

Our Medical Assistant program is offered once a year during the Winter term. It is two days a week, Tuesday and Thursday, 6pm-9pm. Saturday scheduled labs are mandatory.

Course Supplies:

All supplies including a textbook is provided to all students. Students will need to purchase pressure cuff and scrubs.

Course Cost: \$2,245

Payment is due the first week of class. This class is not eligible for financial aid. A payment plan is available in installments of three. Please inquire with the Cashier's Office in Building 9.

Student Grant Options:

- **KCC Foundation Scholarships**

Non-credit/Apprenticeship (EAO) scholarship
Contact: Lisa Carter, 541-880-2234, carter@klamathcc.edu

- **STEP Program at Klamath Community College**
Must be receiving SNAP benefits (food stamps).
Contact: Reynda Scobee, STEP Coordinator, 541-880-2343, Scobee@klamathcc.edu
- **STEP Program at Worksource**
Must be receiving SNAP benefits (food stamps). 30-day eligibility period
Contact: Tangie, Lead STEP Coordinator,
Tangie.M.MCREYNOLDS@employ.oregon.gov or visit Worksource to make an appointment.
- **Workforce Innovation Opportunity Act (WIOA) Federal Program at Worksource & Klamath Works**
Must be receiving SNAP, TANF, SSI, Dislocated worker/displaced homemaker or low-income. 30-day eligibility period
Contact: Tina Scotton, WIOA Manager, 541-591-4667, tina@klamathworks.com
- **Vocational Rehabilitation training funds**
Voc. Rehab assists individuals with disabilities for job placement that matches their skills, interest, and abilities.
Contact: Tammi 541-883-5614

Job Placement:

- A resume and cover letter class are included in this course. KCC also has a Career

Center located in Building 4. They are able to provide job search assistance, resume, cover letter, and interviewing techniques.

Application/Registration Process:

- Please scan all documents in PDF version to ce@klamathcc.edu or make an appointment to submit your documentation in person.
- You will receive a letter of admissions to your email with next steps.

Contact:

Workforce/Community Education Coordinator

ce@klamathcc.edu

541-880-2243 (text/call)