The Ventura Adult and Continuing Education Medical Receptionist, Back Office Medical Assistant, Front Office Medical Assistant, and Front/Back Office Medical Assistant programs are designed to prepare students for entry-level employment in medical fields. These programs prepare students for opportunities in local physicians’ offices, clinics or other healthcare facilities.

The series of courses provides coherent and rigorous content aligned with academic standards and technical knowledge and skills. The content includes, but is not limited to, electronic medical records, the use of technology to develop communication skills, critical thinking and decision-making skills, the performance of medical office procedures and tasks, the production of quality work in efficient manners using business software applications, and the production of high quality employment portfolios and job-seeking documents. Graduates of these programs have all of the tools necessary to become successful and productive members of the allied health workforce.

The Pharmacy Technician program is a competency-based, hands-on instructional program to prepare students to assist pharmacists with preparing and dispensing medication in retail or hospital settings. The curriculum prepares the student for the Pharmacy Technician Certification Board (PTCB) exam and licensure.
CBEDS Code 4242 Preparing to Work in Therapeutic Services - Medical Office

Back Office Medical Assistant

19 weeks (665 hours)

Course Information:
The Back Office Medical Assistant performs clinical duties under the direction of a physician. The clinical duties may include vital signs, a medical history, preparing a patient for examination, drawing blood, or administering medication. The program is taught through the use of hands-on skill demonstrations and practice, video presentations, textbooks, and software tutorials. Students learn about the different types of medical practices, the medical assistant’s ethical and legal responsibilities, and medical abbreviations and terms. The anatomy and physiology course presents the fundamental body structures and functions. The pharmacology course presents the essentials of drug calculation and how different medications may affect the human body. In Venipuncture and Skin Puncture, the student learns how to collect blood or other laboratory specimens and prepare them for testing. Each student is also introduced to Electronic Medical Records on the iPad.

Note: Enrollment in the Venipuncture and Skin Puncture class is restricted to students enrolled in the Medical Assistant program.

Employment Opportunities:
Back Office Medical Assistant
Chiropractic Assistant
Optometric Assistant
Veterinary Assistant

For Gainful Employment Disclosure Information, visit: www.adultedventura.edu/gainful.html
Career Technical Education

Medical Programs

CBEDS Code 4242 Preparing to Work in Therapeutic Services - Medical Office

Front/Back Office Medical Assistant  32 weeks (1120 hours)

Elements:
- Anatomy and Physiology
- Business English
- Computer Operating System Fundamentals
- Computer Spreadsheet/Graphics 1
- Computers in the Medical Office/EMR
- Electronic Calculator Fundamentals
- Electronic Medical Records (EMR)
- EMR Lab
- Health Care Communications Skills
- Keyboarding 1
- Medical Assistant Skills 1
- Medical Assistant Skills 2/CPR and SFA
- Medical Assistant Theory/Law and Ethics
- Medical Coding
- Medical Insurance Billing
- Medical Records Management
- Medical Terminology
- Pharmacology 1
- Pharmacology 2
- Venipuncture and Skin Puncture Fundamentals
- Word Processing 1

Course Information:
This is a competency-based, open-entry program to prepare students to be employed in either the front or back office of private medical practices or clinics. For the front office, students will learn medical terminology, law, ethics and bioethics, communication skills, electronic calculator, business English and math, medical insurance billing and coding of ICD-9-CM, ICD-10-CM, CPT, HCPCS, Medisoft, EMRs on PC and iPad, keyboarding, Microsoft Windows, Word, and Excel. For the back office, students will learn about vital signs, EKGs, procedure set-ups, venipunctures, injections, anatomy and physiology, basic lab procedures, essentials of pharmacology, EMR on the iPad, CPR and First Aid.

Notes: After completing the program, students are eligible to take the RMA® Certification Exam. This is a national exam for Medical Assistants. There is an additional fee for the exam that is not included in the cost of this training program.

Enrollment in the Venipuncture and Skin Puncture class is restricted to students enrolled in the Medical Assistant program.

RMA® is a Registered Service mark of the American Medical Technologists.

Employment Opportunities:
- Front and Back Office Medical Assistant
- Administrative Assistant
- Chiropractic Assistant
- Hospital Admitting Clerk
- Medical Assistant
- Medical Billing Clerk
- Medical Receptionist
- Medical Records Clerk
- Office Manager
- Optometric Assistant

Software: A.D.A.M® The Inside Story, Microsoft Windows, Microsoft Word, Microsoft Excel, Medisoft

For Gainful Employment Disclosure Information, visit: www.adultedventura.edu/gainful.html
Career Technical Education

CBEDS Code 4276 Preparing to Work in Health Informatics

Medical Programs

Front Office Medical Assistant  21 weeks (735 hours)

Elements:
• Business English
• Business Math Intermediate, Introduction to
• Computer Operating System Fundamentals
• Computer Spreadsheet/Graphics for Medical
• Computers in the Medical Office/EMR
• Electronic Calculator Fundamentals
• Electronic Medical Records
• Keyboarding 1
• Medical Coding
• Medical Insurance Billing
• Medical Law, Ethics and Bioethics
• Medical Records Management
• Medical Terminology
• Health Care Communications Skills
• Word Processing for Medical

Optional Course Enhancements:
• Accounting 1
• Internet Basics

Software:  Microsoft Windows, Microsoft Word, Microsoft Excel, Medisoft

Course Information:
This is a competency-based, open-entry program to prepare students to be in the front line of communication between patients and health care staff. Students learn medical terminology, medical insurance billing fundamentals, communications skills with lab, and business math. For the front office, students will learn medical terminology, law, ethics and bioethics, communication skills, electronic calculator, business English and math, medical insurance billing and coding of ICD-9-CM, ICD-10-CM, CPT, HCPCS, Medisoft, EMRs on PC and iPad, keyboarding, Microsoft Windows, Word, and Excel.

Employment Opportunities:
Front Office Medical Assistant
Hospital Admitting Clerk
Medical Billing Clerk
Medical Receptionist
Medical Records Clerk
Office Manager
Optometric Office Assistant

For Gainful Employment Disclosure Information, visit:  www.adultedventura.edu/gainful.html
Career Technical Education

CBEDS Code 4255 Preparing to Work in Health Support Services

**Pharmacy Technician**

21 weeks (735 hours)

**Elements:**
- Calculations
- Computer Spreadsheet/Graphics for Medical
- Federal Law, Aseptic Techniques and Pharmacy Operations
- Health Care Communications Skills
- Keyboarding 1
- Medical Insurance Billing Fundamentals
- Medical Records Management
- Medical Terminology
- Medication Review
- Pharmacy Clinical Skills 1
- Pharmacy Clinical Skills 2
- Pharmacy Technician Theory - Assorted
- Word Processing 1

**Optional Course Enhancements:**
- Computers in the Medical Office
- Computer Spreadsheet/Graphics
- Electronic Calculator
- Internet Basics

**Software:** Microsoft Word, Microsoft Excel, Visual Superscript (pharmacy software)

**Course Information:**

This is a competency-based, open-entry program to prepare students to assist pharmacists with preparing and dispensing medication in the retail or hospital setting. Students learn about medications, federal law, aseptic technique, dose calculations, medical terminology, medical insurance billing, and medical records management. Computer skills are acquired using Keyboarding Pro 4, Microsoft Word, Excel, and Visual Superscript, a pharmacy management software. The curriculum prepares students for the Pharmacy Technician Certification (PTCB) exam.

**Note:** To work as a Pharmacy Technician, students must obtain a state license prior to seeking employment in the field. The state legal requirements for eligibility to register as a Pharmacy Technician include a high school diploma or GED®. As part of the process, fingerprints are submitted to government agencies in order to pass background checks. Fees for photos, fingerprints, and registration are not included with the fees for the training programs.

The California State Board of Pharmacy requires students who apply for pharmacy technician licenses to file “Practitioner Self-Query Reports” and submit fingerprints with the applications. At the time of enrollment, VACE requires verification of a “report of no findings” on prospective students’ Self Query Response reports.

**Employment Opportunities:**
- Pharmacy Assistant
- Pharmacy Clerk
- Pharmacy Driver
- Pharmacy Technician

For Gainful Employment Disclosure Information, visit: www.adultedventura.edu/gainful.html