

Career Technical Education Medical Programs



VACE offers three medical assistant programs and a pharmacy technician program that prepare students for entry-level employment in the ever-expanding medical

field. Students learn theory, law, and practical skills via hands-on, one-on-one and small group direct instruction, textbooks, and computer- and video-based training. Instructors maintain regular contact with local employers to make sure that graduates are proficient with the tools and software programs that are currently being used in the field.

Medical assistants typically work in physicians' offices, clinics, and other healthcare facilities. Students in the Back Office Medical Assistant program learn how to take patients' medical histories, vital signs, measurements, and how to set up examination rooms for a variety of procedures. They also prepare to assist doctors during the examination, give injections, prepare samples for laboratory analysis, and more.

Students in the Front Office Medical Assistant program become skilled at handling appointment scheduling, processing payments, insurance coding and billing, answering phones, filing, and more. They practice solving problems and balancing the demands of a busy office. The Front/Back Office Medical Assistant program offers a combination of skills that gives graduates the most flexibility when looking for employment.

The Pharmacy Technician program curriculum meets the requirements for licensure with the State of California Board of Pharmacy and prepares students to take the National Pharmacy Technician Certification Board (PTCB) exam. An emphasis is placed on teaching critical math functions and practicing calculations. Students learn to spell, pronounce, and know the ailments associated with the 200 most commonly prescribed medications in generic and brand-name forms. They also become familiar with medical billing and insurance, filing, and other skills so that they are well prepared to succeed in jobs upon graduation.

"Believe you can, and you're halfway there."

Theodore Roosevelt

"No hay medicina que cure lo que no cura la felicidad"

Gabriel Garcia Márquez

"No medicine cures what happiness cannot"

Gabriel Garcia Márquez

CBEDS Code 4275 Medical Office

Back Office Medical Assistant



20 weeks (700 hours)

ELEMENTS:

- Anatomy and Physiology
- Computer and Internet Fundamentals
- HIPAA/Electronic Medical Records Lab
- Keyboarding Basics
- Medical Assistant Skills 1
- Medical Assistant Skills 2/CPR and SFA
- Medical Assistant Theory/Law and Ethics
- Medical Records Management
- Medical Terminology
- Pharmacology 1
- Venipuncture and Skin Puncture Fundamentals
- Word Processing for Medical

OPTIONAL COURSE ENHANCEMENTS:

Medical Billing Fundamentals

SOFTWARE:

Body ANAMT3D & EHR Clinic, Microsoft Windows, Microsoft Word, South-Western Keyboarding Pro Multimedia, Practice Medical Office

EMPLOYMENT OPPORTUNITIES:

Back Office Medical Assistant
 Chiropractic Assistant
 Optometric Assistant
 Veterinary Assistant



COURSE INFORMATION:

This course is designed to introduce students to the healthcare field and the duties, attributes, and responsibilities of the medical assistant. Students will gain an understanding of healthcare practice, medical law and ethics, infection control, and administrative and clinical duties.

Our training program prepares students to work in the role of medical assistants and serve as a patient navigator to help patients find their way through the sometimes-complex healthcare system, helping them obtain the diagnosis and treatment they need.

Clinical duties learned include taking and recording vital signs and medical histories, preparing patients for examination, drawing blood, and administering medications as directed by physician.

Our curriculum includes links between the textbook and the key study resources and digital study resources with Body ANAMT3D and EHR Clinic electronic health record exercises and videos to compliment and reinforce the hands-on demonstration and practice of clinical skills. Case studies and simulation activities give students detailed scenarios to link their technical clinical skills with their soft skills to ensure their success when they reach the workplace.

The Anatomy and Physiology Revealed (APR) Connect Assignment allows instructors to build customized assignments in APR that use content from anatomy dissections, rotatable 3D models, anatomical models, histological images, radiological images, animations, and quizzes.

Note: After completing the program, students are eligible to take the National Certified Medical Assistant Certification (NCMA) Exam through the National Center for Competency Testing. 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 a medical assistant program.

For a complete list of program fees, see page 34

CBEDS Code 4274 Medical Insurance Billing and Coding
Front Office Medical Assistant



22 weeks (770 hours)

ELEMENTS:

- Business English
- Pharmacology 1
- Computer and Internet Fundamentals
- Computer Spreadsheet/Graphics Fundamentals
- Computers in the Medical Office/EMR
- Health Care Communications Skills
- HIPAA/Electronic Medical Records Lab
- Keyboarding Basics
- Medical Coding
- Medical Insurance Billing
- Medical Assistant Theory/Law and Ethics
- Medical Records Management
- Medical Terminology
- Word Processing for Medical

OPTIONAL COURSE ENHANCEMENTS:

- Accounting 1
- QuickBooks

SOFTWARE:

Microsoft programs including Windows, Word, Excel, Medisoft, Practice Medical Office

EMPLOYMENT OPPORTUNITIES:

- Front Office Medical Assistant
- Hospital Admitting Clerk
- Medical Billing Clerk
- Medical Receptionist
- Medical Records Clerk
- Office Manager
- Optometric Office Assistant



COURSE INFORMATION:



The Front Office Medical Assistant program offers comprehensive training in a range of essential skills. Students learn the intricacies of appointment scheduling, ensuring that patients are seen in a timely

manner and the office runs smoothly. They are trained in medical coding and billing, which involves accurately translating patient diagnoses and treatments into codes for insurance purposes and managing financial transactions. Additionally, students gain expertise in insurance processing, understanding various insurance plans, and handling claims effectively.

A crucial component of the program is education on patient privacy laws, including the Health Insurance Portability and Accountability Act (HIPAA), which ensures that sensitive patient information is protected. Students also receive hands-on training in EHR and EMR simulations with virtual labs and case studies pertaining to current protocols.

Effective communication is another cornerstone of the training. Students develop strong interpersonal skills necessary for interacting with patients, addressing their concerns, and providing exceptional customer service. They also enhance their technical proficiency in typing and word processing, which are essential for managing documentation and correspondence efficiently.

Overall, the program is designed to ensure that graduates are not only proficient in the technical aspects of their role but also equipped with the interpersonal skills needed to contribute positively to the patient experience and support the healthcare team effectively.

For a complete list of program fees, see page 34

CBEDS Code 4275 Medical Office

Front/Back Office Medical Assistant



32 weeks (1120 hours)

ELEMENTS:

- Anatomy and Physiology
- Business English
- Computer and Internet Fundamentals
- Computer Spreadsheet/Graphics Fundamentals
- Computers in the Medical Office/EMR
- HIPAA/Electronic Medical Records Lab
- Health Care Communications Skills
- Keyboarding Basics
- 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
- Venipuncture and Skin Puncture Fundamentals
- Word Processing for Medical

OPTIONAL COURSE ENHANCEMENTS:

- Accounting 1
- QuickBooks

SOFTWARE:

Body ANAMT3D & EHR Clinic, Microsoft Windows, Microsoft Word, South-Western Keyboarding Pro Multimedia, Practice Medical Office

EMPLOYMENT OPPORTUNITIES:

Front/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

The best part of my experience at VACE is that they accept financial aid. They help students build a resume, prepare for interviews, and they accept WIOA. The teachers are always willing to help.

*Erica H.
 Front/Back Office Medical Student 2024*

COURSE INFORMATION:



This course is designed to introduce students to the healthcare field and the duties, attributes, and responsibilities of the medical assistant. Students will gain an understanding of healthcare practice, medical law and ethics, infection control, and administrative and clinical duties.

Our training program prepares students to work in the role of medical assistants and serve as a patient navigator to help patients find their way through the sometimes-complex healthcare system, helping them obtain the diagnosis and treatment they need.

Examples of administrative duties learned include scheduling appointments, maintaining medical records, billing, and coding information for insurance purposes. Examples of clinical duties learned include taking and recording vital signs and medical histories, preparing patients for examination, drawing blood, and administering medications as directed by physician.

Our curriculum includes links between the textbook and the key study resources and digital study resources with Body ANAMT3D and EHR Clinic electronic health record exercises and videos to complement and reinforce the hands-on demonstration and practice of clinical skills. Case studies and simulation activities give students detailed scenarios to link their technical clinical skills with their soft skills to ensure their success when they reach the workplace.

The Anatomy and Physiology Revealed (APR) Connect Assignment allows instructors to build customized assignments in APR that use content from anatomy dissections, rotatable 3D models, anatomical models, histological images, radiological images, animations, and quizzes.

Note: After completing the program, students are eligible to take the National Certified Medical Assistant Certification (NCMA) Exam through the National Center for Competency Testing. 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.

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For a complete list of program fees, see page 34

CBEDS Code 4260 Introduction to Pharmacy

Pharmacy Technician



21 weeks (735 hours)

ELEMENTS:

- Calculations
- Computer Spreadsheet/Graphics Fundamentals
- Federal Law, Aseptic Techniques and Pharmacy Operations
- Health Care Communications Skills
- Keyboarding Fundamentals
- Medical Filing Fundamentals
- Medication Review
- Pharmacy Clinical Skills 1
- Pharmacy Clinical Skills 2
- Pharmacy Medical Terms, Abbreviations, Symbols
- Pharmacy Technician Billing
- Pharmacy Technician Theory
- Word Processing for Medical

OPTIONAL COURSE ENHANCEMENTS:

- Electronic Calculator
- Computer and Internet Fundamentals

SOFTWARE:

Microsoft Word, Microsoft Excel, Visual Superscript (pharmacy software)

The Instructors, program, and atmosphere are awesome!

M.B.

Pharmacy Technician Student, 2024



COURSE INFORMATION:



This program prepares students to assist pharmacists with preparing and dispensing medication in a retail or hospital setting. The curriculum meets the requirements for licensure with the State of California Board

of Pharmacy and prepares the student to take the National Pharmacy Technician Certification Board (PTCB) exam. An emphasis is placed on teaching critical math functions and practicing calculations. Students learn to spell, pronounce, and know the ailments associated with the 200 most commonly-prescribed medications in generic and brand-name forms. They also become familiar with medical billing and insurance, filing, and other skills so that they are well prepared to succeed in jobs upon graduation.

Notes: 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, Live Scan fingerprints are submitted to government agencies in order to pass background checks. Fees for photos, Live Scan fingerprints, Self-Query Reports and notary services 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" from the National Practitioner Data Bank (NPDB) and submit Live Scan 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 Technician
- Pharmacy Assistant
- Pharmacy Clerk
- Pharmacy Driver

For a complete list of program fees, see page 34