Students in Carrington College’s certificate programs complete technical coursework and participate in a career development seminar.

In Carrington College’s degree programs, students also complete a broad base of general education course offerings focusing on:

- English composition
- Computer literacy
- Mathematics
- Science
- Social sciences

* To be eligible for entrance into the Associate of Science degree program, applicants must have earned a Certificate in Medical Assisting from a program accredited by ABHES or CAAHEP/MAERB.

† Carrington College prepares students to take appropriate certification and licensure exams related to their individual majors. The College does not guarantee students will successfully pass these exams or be certified or licensed as a result of completing the program. Credential preparation varies by location.
# Certificate of Achievement / Associate Degree Program
## MEDICAL ASSISTING

### CAREERS IN MEDICAL ASSISTING*

Though medical assistants' job descriptions vary from office to office, they generally have a set of shared duties and tasks. Medical assistants aid doctors by performing basic clinical procedures and handling a variety of administrative duties. Most medical assistants work in physicians' offices and other health care facilities to help keep operations running smoothly and efficiently. Their career path can lead to employment in a variety of health care environments such as:

- Physicians offices
- State, local and private hospitals
- Outpatient facilities

### KNOWLEDGE AND SKILLS

Upon completion of the Medical Assisting program, graduates will be able to:

- Perform clerical functions, bookkeeping functions and process insurance claims within the medical office setting.
- Conduct a variety of diagnostic tests using equipment, materials and techniques within the scope of practice.
- Perform and assist with routine patient procedures and care as they relate to a medical setting.
- Maintain supplies and equipment as it relates to a medical setting.
- Demonstrate proficiency in critical thinking, information management.

### ACCREDITATION AND PROGRAM AVAILABILITY

Carrington College is accredited by the Accrediting Commission for Community and Junior Colleges, Western Association of Schools and Colleges (ACCJC/WASC), 10 Commercial Blvd., Suite 204, Novato, CA 94949, 415 506 0234, an institutional accrediting body recognized by the Council for Higher Education Accreditation and the US Department of Education. Additional information about accreditation, including the filing of complaints against member institutions, can be found at [accjc.org](http://accjc.org).

The Medical Assisting certificate program at the Boise, Mesa, Phoenix North, Spokane and Tucson campuses is accredited by the Accrediting Bureau of Health Education Schools (ABHES), 7777 Leesburg Pike, Suite 314 N, Falls Church, VA 22043, 703 917 9503. The Bureau’s web address is: [abhes.org](http://abhes.org).

The Medical Assisting certificate program at the Citrus Heights, Pleasant Hill, Sacramento, San Jose, San Leandro and Stockton campuses is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) upon the recommendation of the Medical Assisting Education Review Board (CAAHEP, 1361 Park Street, Clearwater, FL 33756, 727 210 2350, [caahep.org](http://caahep.org)).

For comprehensive information on Carrington’s accreditation, licenses and approvals, visit [carrington.edu/accreditation](http://carrington.edu/accreditation).

The Medical Assisting program is offered to new students at the following campuses:

| ALBUQUERQUE, NM | PLEASANT HILL, CA |
| BOISE, ID | POMONA, CA |
| CITRUS HEIGHTS, CA | PORTLAND, OR |
| LAS VEGAS, NV | RENO, NV |
| MESA, AZ | SACRAMENTO, CA |
| MESQUITE, TX | SAN JOSE, CA |
| NORTH SAN JOSE LEARNING CENTER, CA | SAN LEANDRO, CA |
| OAKLAND LEARNING CENTER, CA | SPOKANE, WA |
| PHOENIX NORTH, AZ | STOCKTON, CA |

* Individuals seeking to enter this career field may be subject to screenings such as, but not limited to, criminal background checks and drug/alcohol testing prior to externship, to attain occupational licensure/certification or employment, and throughout their careers.

† Available May 2, 2016; certificate or degree is awarded from the San Jose campus.

† Available May 2, 2016; certificate or degree is awarded from the San Leandro campus.

Visit [carrington.edu](http://carrington.edu) or call 877 623 1442