

About Us

Mission Career College, Inc. was founded on February 22, 2006.

MCC provides training to residents of Riverside, San Bernardino and Orange Counties. The latest teaching methods, curriculum and equipment are carefully researched and continuously updated to offer student quality training.

Approval Disclosure Statement

“BPPE APPROVED - Approval to Operate means compliance with the state standards as set forth in the California Postsecondary Education Act of 2009”, pursuant to CEC § 94897(l)

Mission Career College, Inc. is an approved National Certification Examination Test Center. Exams are scheduled weekly. Call and schedule an appointment.



More Information :



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“Your SUCCESS is our MISSION”



Clinical Medical Assistant

OPEN ENROLLMENT



CMA PROGRAM

MCC's CMA Program is a comprehensive 11-week education program designed to equip you with the skills and knowledge necessary to excel in both administrative and clinical duties within a medical office setting.

Throughout the program, you will learn a variety of essential tasks including:

- Mastering correct medical terminology
- Understanding medical law and ethics
- Developing proficiency in diverse forms of patient communication and human relations
- Administering medications safely
- Providing emergency first-aid and CPR when needed
- Maintaining legible and accurate medical records
- Taking and recording patients' vital signs and anthropometric values
- Assisting in surgical procedures
- Conducting routine office lab diagnostic tests
- Performing capillary and venous blood draws and Electrocardiograms

Furthermore, you will gain specialized skills in areas such as word processing, insurance billing, reimbursement procedures, and medical coding. Additionally, you will become adept at managing medical correspondence, preparing reports, and organizing patient charts.

By the end of our program, you will be well-prepared to contribute effectively to the efficient operation of any medical office, providing crucial support to both patients and healthcare professionals.

CMAP120-Medical Assisting Procedures and Patient Care

This course is designed to familiarize the student with the duties and responsibilities as the Clinical Medical Assistant in a healthcare facility. At the completion of this course the student will have an understanding of basic patient care procedures such as administering medications, rendering first aid in the office and in emergency situations. Students will also understand how behaviors influence health. In addition, the student will learn and review specifics of Universal Precautions, taking vital signs and anthropometric measurements and anatomy and physiology supervised clinical experience at a hospital.

CMAP110-Medical Assisting Procedures and Laboratory Techniques

This course is designed to familiarize the student with basic clinical procedures such as preparing patients for examinations, collecting specimens, and performing diagnostic tests. In addition, the student will learn and review specifics of Universal (Standard) Precautions, the taking of vital signs and arthrometric measurements and anatomy and physiology.

CMAP150- Medical Assisting Clinical Externship

This course is designed to allow the student to practice all the skills and techniques they have been taught while in the classroom. The student is given a folder on the day of their external assignment. This folder contains forms that the student is required to be responsible for. The timecard is to be completed for each week and faxed to the school or the student may bring it in each Friday, the end of each week. There is an evaluation form and a letter of completion, which the student is responsible for providing it to the external site supervisor for completion and to then return it to school the last day of their training site assignment. This may be done by fax or in person.

Upon successful completion of these requirements, the student is considered to have completed the course requirements and will be a graduate.

Attendance:

Students are expected to attend daily, all day and on time. There is an opportunity to make-up missed classes, as deemed absolutely necessary.

APPLICANTS:

Must be in good health. Applicants are required to have passed a health examination. If, at any time (either before or after acceptance into the program), a student's physical or emotional health is such that it is a potential threat to the well-being of patients, the applicant will be denied admission to, or subsequently withdrawn from the Program.

To be enrolled into the CMA PROGRAM students are required to submit the following:

- A MCC application in the Admission Office prior to beginning classes.
- Complete a Physical Exam with up-to-date immunizations.
- A CPR certification card for the health care provider or professional rescuer, if needed will be provided.
- A copy of your Social Security card and ID.
- A complete Live Scan form.
- Option to purchase personal liability/health insurance (MCC does not provide insurance coverage).

CERTIFICATION INFORMATION

Clinical Medical Assistants will NOT be certified by the State of California if convicted of certain Penal Code Violations. Additional information will be given at the scheduled information meetings.

LIVE SCAN FINGERPRINTING & SUBMISSION REQUIREMENTS

All initial and renewing CMA certification applicants who have not been cleared through Aide and Technician Certification Section (ATCS) and employees of Intermediate Care Facilities (ICF) for Developmentally Disabled (DD), Developmentally Disabled-Habilitative (DDH), and Developmental Disabled-Nursing (DDN), must submit their fingerprints for clearance using the live scan method.