



## Begin your Medical Assisting Career with:

### Terminology for Medical Assisting

**Fee: \$195**

*(This course is a prerequisite course for the Medical Assisting program and can be taken separately or with any of the following courses. Test out is available - see teacher)*

Topics include terminology related to anatomy, physiology, body systems, disease processes, procedures, abbreviations, and law & ethics necessary to work in the medical field. Student textbook is included in fee.

Tu	6:00p–10:00p	9/8/09 – 1/26/2010
	OR	
M/W	1:30p–3:30p	9/9/09 – 1/27/2010

### Administrative Medical Office Assistant

**Fee: \$195**

Learn and practice appointment scheduling, medical records management, bookkeeping, record keeping, introduction to insurance billing, credit collections, phone skills, and law and ethics. The Administrative Office class meets for 144 lecture hours **plus Computer Lab Hours** (see instructor). Textbook is included in class fee.

***Prerequisite:** Terminology for Medical Assisting taken prior to or with this course.*

T/Th	9:00a–1:00p	9/8/09 – 1/28/2010
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## Medical Assisting Program

The Medical Assisting Certification Program includes: Terminology for the Medical Assistant, Administrative Medical (Front Office) Office Assistant, Clinical Medical (Back Office) Office Assistant, and Insurance Billing for the Medical Office Clerk. In addition, Medical Assisting Study Lab is offered for practice and reinforcement. All courses offer a full range of opportunities in preparation for the CCMA or RMA exam. All classes, with the exception of the Externship are held at our new WESTMINSTER CAMPUS. (See map on back page).

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**Registration is taking place NOW!**

**For Information:**

**Call 714-842-4779 through 7/24/09  
(then 714-894-1018 beginning 8/25/09)**

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### Medical Assistant Study Lab

**Friday 8:00a — 12:00n**

Currently enrolled students have the opportunity to practice and reinforce their medical assisting skills on Fridays.

Administrative Office Assistant and Medical Insurance Billing students will enroll in computer classes at our Computer Training Center. Students start at their own level and advance to Word. No additional fee. Enroll at time of registration.

**ENROLL TODAY!!**



## Then Continue With:

### Introduction to Medical Billing

**Fee: \$195**

Learn the basic principles of Medical Insurance Billing. Bill private, Blue Cross/Blue Shield, Medicare, MediCal, Champus, Worker's Comp., Hospital and HMO insurance plans either manually or by computer. Become familiar with CPT, ICD, and HCPCS coding. Study other aspects of related medical professional liability and law and ethics. The class meets for 140 classroom lecture hours, plus Computer Lab Hours (see instructor). Textbook is included in the fee.

***Prerequisite:** Terminology for Medical Assisting taken prior to or with this course.*

M/W	6:00p–10:00p	9/9/09 – 1/27/2010
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### Clinical Medical Office Assistant

**Fee: \$195**

Prepare to assist doctors with routine and specialty exams. Learn to record EKGs, take vital signs, sterilize instruments, and more. Understand nutrition basics, medications, and how to instruct patients. We practice giving injections and phlebotomy during the course and include a CPR and First aid certificate from American Red Cross.

***Prerequisite:** Terminology for Medical Assisting and Administrative Medical Office Assistant.*

M/W	8:30a–1:00p	9/9/09 – 1/27/2010
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## BECOME A MEDICAL ASSISTANT!



“...the job of medical assistants is estimated to grow faster than other occupation averages through the year 2016. As more and more medical assistants are being employed to keep up with a growing medical industry, employment will soar for the occupation. It is projected that this particular job will grow the quickest between the years 2002-16.”

*(from CareerOverview.com)*

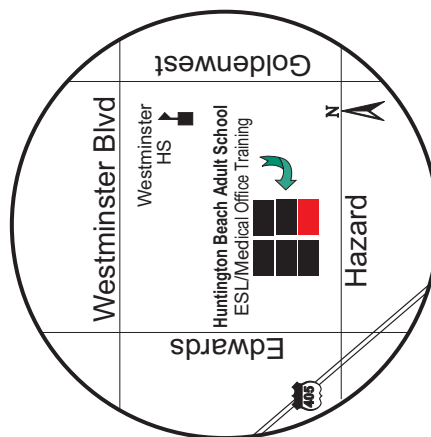
–Come Train with Us!

–Learning is Fun!

–Let Us Help You  
with Your Career!

Complete **your** training in  
6-9 months to be  
ready for a career in the  
Medical Field!

Huntington Beach Adult School  
14325 Goldenwest St.  
Westminster, CA 92683



## Huntington Beach Adult School Medical Assisting Classes

Fall 2009



- Terminology for Medical Assisting
- Administrative Medical Office Assistant
- Introduction to Medical Billing
- Clinical Medical Office Assistant



Huntington Beach Adult School  
Westminster Office - (New Location!)

14325 Goldenwest St.  
Westminster, CA 92683

located on the Westminister High School Campus  
(corner of Goldenwest & Hazard; enter from Hazard)

714-842-4779 (through 7/24/09)  
714-894-1018 (beginning 8/25/09)

[www.hbadultschool.com](http://www.hbadultschool.com)