



CalRegional

MEDICAL ASSISTING PROGRAM

Sonoma Valley Community Health Center
19270 Sonoma Hwy. Sonoma CA, 95476
707-939-6070



CalRegional

MEDICAL ASSISTANT PROGRAM

The Medical Assistant program is designed to help you acquire the practical knowledge and the specialized skills you will need as an entry-level medical assistant.

The Medical Assistant program includes:

- 160 Hours of classroom instruction
- CPR Training
- 160 Hour externship

REQUIREMENTS

1. At least 18 years of age.
2. Have a high school diploma, GED or equivalent.
3. Must have a valid social security
4. Bilingual preferred
5. The ability to read, write, and converse in the English language.
6. As part of its sponsorship, Sonoma Valley Community Health Center requires applicants to be residents of Sonoma Valley. *This area includes both incorporated Sonoma as well as unincorporated Sonoma and spans from the community of Schellville in the south valley to Glen Ellen on the north end of the valley.*
7. No felony/certain misdemeanor convictions on record.

SKILLS YOU WILL YOU LEARN

As a student in the Medical Assistant program, you will receive training to perform a variety of administrative, laboratory and clinical duties. The program will introduce you to:

- Front office administrative responsibilities such as:
 - Record keeping, scheduling appointments and processing insurance claims.
- You will also learn medical terminology, anatomy, physiology and pharmacology
- Back office clinical responsibilities and hands-on training on how to conduct:
 - A variety of diagnostic tests,
 - take vital signs,
 - Draw blood (venipuncture),
 - Give injections and assist the doctor in patient procedures.

160-HOUR EXTERNSHIP

Once you complete the classroom portion of the program, you will complete a 160-hour externship where you will have the opportunity to demonstrate the skills you have learned.

You will be able to complete your hours either at Sonoma Valley Community Health Center, Alliance Medical Center in Healdsburg and/ or other partner healthcare organizations.



CalRegional

CERTIFICATION

The Program can prepare you to take one or more state or national certification exams like the Medical Assistant Certification (CCMA) through the National Health Career Association (NHA) or the National Certified Medical Assistant (NCMA) exam through the National Center for Competency Testing (NCCT).

MEDICAL ASSISTING PROGRAM APPLICATION					
Demographics					
Name (Last, First, Middle)					
Birthdate (mm/dd/yyyy)	Male <input type="checkbox"/>	Place of Birth			
	Female <input type="checkbox"/>	City	State	Country	
Physical Address:		City	State	Zip Code	Country
Mailing Address: if different from above record		City	State	Zip Code	Country
Primary Phone Number:		Cell Phone:	Alternative Phone:		
Email:	Emergency Contact				
	Name:		Phone Number:	Relationship:	
*All applicants are required to provide proof of Sonoma Valley residency.					
*All applicants will need to bring ORIGINAL diploma or proof of GED.					
*Selected applicants who complete enrollment must bring their social security card for verification prior to attending first class.					

General Questions:

- 1.) Are you bi-lingual? If yes, please indicate what language other than English.
- 2.) Do you have a high school diploma or GED? If no, will you have it on or before 6/30/19?



CalRegional

Medical Assistant Program Application Questions:

Please answer the following questions. Your responses should be double-spaced and in a font size and style that is easily readable. To better help the Medical Assisting instructors understand your educational goals please provide the following information.

1. Why do you want to pursue a career in the Health field?
2. What challenges do you feel you need to overcome to complete the program?
3. How will you manage your time between personal and/or family and your studies?
4. Why do you feel you should receive the scholarship?
5. Is there anything else you would like us to know as we consider your application for a scholarship?

Please return you completed application to:

Sonoma Valley Community Health Center
Attn: Ryan Pocock, Director of Development & Outreach
19270 Sonoma Highway
Sonoma, CA 95476



CalRegional

Frequently Asked Questions

1. Do I have to be a resident of Sonoma Valley or can I just work in Sonoma Valley?

You must be a resident of Sonoma Valley.

2. What areas do you consider to be part of Sonoma Valley?

The Sonoma Valley regional includes both incorporated and unincorporated Sonoma and spans from the community of Schellville in the south to Glen Ellen in the north. Proof of residency will be required.

3. What are the other requirements?

- **Must be at least 18 years of age**
- **Must have a high school diploma, GED or equivalent**
- **Must have a valid social security number**
- **Must have the ability to read, write and converse in the English language**
- **No felony or certain misdemeanor convictions on record**

4. I speak fluent Spanish. Will that be taken into consideration?

Yes, but anyone who meets the requirements listed in questions 2 and 3 above will be considered for this program.

5. What does the Program include?

- **160 hours of classroom instruction**
- **CPR training**
- **160 hour externship**
- **Ability to take the national exam (NHA)**
- **Medical Scrubs**
- **Textbooks**

6. Is there a fee for this course?

No, but SVCHC currently only has the funding to do this initial pilot program.

7. What will I learn?

- **Front office administrative responsibilities such as:**
 - **Record keeping, scheduling appointments and processing insurance claims**
- **Medical terminology, anatomy, physiology and pharmacology**
- **Back office clinical responsibilities and hands-on training on how to conduct:**
 - **A variety of diagnostic tests**
 - **How to take vital signs**
 - **Draw blood**
 - **Give injections and assist the doctor in procedures**

8. When do classes start?

July 22, 2019



CalRegional

9. Is this a legitimate program?

Yes. CalRegional Training Institute is a licensed institution by the Bureau of Private Postsecondary Education (BPPE) and is able to provide career technical education training.

10. Will I receive proof that I have completed this training?

Yes, you will receive a certificate of completion from CalRegional. If you take and pass the national exam, NHA will also provide you with proof that you are a certified medical assistant.

11. Will the externships be at Sonoma Valley Community Health Center?

Some students will be given the opportunity to extern here, but there will be other externship opportunities in the Valley as well as in Sonoma County.

12. I know that this is currently a one-time offer, but if I have to drop out and there is another program, can I enroll into that program?

Probably not.

13. What are the deadlines?

- **Applications are due May 22, 2019**
- **Interviews will be scheduled throughout the period and will end June 3rd**
- **Successful applicants will be notified by June 10**
- **Classes (instruction) will begin July 22nd and end on or about October 3rd**
- **Externships will be scheduled to begin on or about October 7th depending on who is hosting the externship**

14. Class Times

Monday through Thursday 5:30 to 9:30pm

15. Class Location

19270 Sonoma Highway, Sonoma (classrooms)

16. How much will this cost?

The program is free to successful applicants.

17. Where can I find an application?

Applications can be found on our website (www.svchc.org) or you can stop by our offices at 19270 Sonoma Highway to pick one up.