Phlebotomy Technician
A Phlebotomy Technician’s role in the health care field is an important one, since their main job is to draw patient’s blood for testing. They are employed in a number of different settings such as: Hospitals, Private clinic’s, Blood banks and Laboratories. Other duties that a phlebotomist may be expected to performed on a day to day basis:
1. Labeling and storing blood samples, and transporting them to laboratories.
2. Computer data entry and record keeping, entering patient information and blood testing results.
3. Clerical duties, such as reception work, answering the telephone, writing down requests for blood draws.
4. Operating laboratory equipment.
Since a Phlebotomy Technician will be interacting with patients on a daily basis, strong interpersonal skills are considered an asset.

Faculty
The didactic and clinical education is taught by a team of highly experienced faculty consisting of dedicated instructors, certified phlebotomists and nurses from various specialty areas. They are chosen for their commitment to teaching and clinical expertise. The faculty and staff are committed to provide the best possible educational environment and instruction to assure competency in all areas of the established curriculum.

General Admissions Requirements
1. Applicants must be 18 years or older. All applicants must present either a State issued Identification card /driver’s license or passport. You must have a social security number, therefore; you must be a US Citizen.
2. Proof of High School Graduate/GED or achieved a degree higher than High School Diploma. (Foreign transcripts for diplomas earned outside of the US must be evaluated for US equivalency.)
3. No felony, and certain misdemeanor (drug and theft), convictions are not allowed. A pre-employment background check and drug screening will be required.

Hours of Operation:
Monday-Thursday: 8:30am- 9:30pm
Friday: 8:30am- 5:00pm
Saturday: 8:30am- 12:30pm
Sunday: Closed

Contra Costa Medical Career College
Is located at 4051 Lone Tree Way Suite C Antioch, Ca. 94531 925-757-2900
Enroll Online or Call 925-757-2900 to schedule an appointment with our Admissions Counselor Today!

Visit www.ccmcc.edu for a list of current 2015 program schedules and program tuition and fees.

www.ccmcc.edu

Contra Costa Medical Career College

Programs Offered
IV Certification for Healthcare Professionals
Sterile Processing Technician
Surgical Technology
Phlebotomy Technician
Clinical Medical Assisting
Medical Administrative Assistant/Billing and Coding Specialist
Pharmacy Technician
EKG/ECG Technician

CCMCC is Nationally Accredited by the Accrediting Council for Continuing Education and Training (ACCET.org) and is California State Approved by the Bureau for Private Postsecondary Education (BPPE.ca.gov)

www.ccmcc.edu
**Surgical Technician**
A Surgical Technician is a member of an operating room team. Surgical Technicians work under the supervision of a Surgeon, Registered Nurses, or other surgical personnel to ensure that the operating room or environment is safe, that equipment functions properly, and that the operative procedure is conducted under conditions that maximize patient safety. Surgical Technicians possess expertise in the theory and application of sterile and aseptic technique and combine the knowledge of human anatomy, surgical procedures, and implementation of instruments and technologies to facilitate a Physician's performance. Their duties include setting up surgical instruments and equipment, ensuring the equipment works properly, preparing sterile drapes and sterile solutions and maintaining a sterile working environment. They are employed in a number of different settings such as hospitals, surgery centers, outpatient clinics and veterinary hospitals. This is a 1360 clock hour program. Day classes are available.

**Sterile Processing Technician**
A Sterile Processing Technician sterilizes and assembles all of the equipment required for surgery, exams, and other medical procedures. They are also typically responsible for taking inventory and ordering equipment as needed. Sterile Processing Technicians work in hospitals, clinics, and other settings where medical equipment is used. This is a 500 clock hour program. Day and evening classes are available.

**Clinical Medical Assistant**
Some of the common duties of clinical medical assistants include taking vital signs, conducting in office screening tests, collecting and preparing specimens to send to diagnostic laboratories, and recording medical histories. In some places, clinical medical assistants may handle other tasks such as preparing and administering medications, applying bandages, taking electrocardiograms and X-rays, maintaining examining rooms, and purchasing and stocking medical equipment. Clinical medical assistants usually work under the supervision of physicians in a number of different settings such as Doctors’ offices and clinics. This is a 320 clock hour program. Day, evening and weekend classes are available.

**Medical Administrative Assistant/Billing & Coding Specialist**
A Medical Administrative Assistant/Billing & Coding Specialist provides administrative assistance to trained medical staff where basic medical terminology, billing and coding, handing electronic medical records, HIPAA requirements as well as general customer service is needed. The medical administrative assistant working at the front desk is in charge of orchestrating a physician's patient list so that he can see patients in an organized manner. Medical administrative assistants are crucial to keeping a healthcare facility running smoothly. Your specific responsibilities would vary from location to location, but may include: Managing the day-to-day operations of a medical facility, updating and organizing medical records, scheduling and coordinating appointments, verifying patient insurance, completing and submitting insurance claims, preparing correspondence between medical providers and their patients, providing quality customer service to patients, and working in a professional environment.

Medical Administrative Assistant/Billing & Coding Specialists can be found working in Doctors' offices, hospitals, outpatient clinics, and in a variety of other medical facilities. This is a 320 clock hour program. Day and evening classes are available.

**EKG/ECG Technician**
EKG technicians play an important role in maintaining patient health. EKG technicians assist doctors in the treatment and diagnosis of cardiovascular issues. EKG technicians are specialized cardiovascular technicians who work with electrocardiography equipment. Most EKG technicians complete EKG readings for doctors, and may also complete stress testing and Holter monitoring procedures and provide data and feedback from the procedures to the doctor. EKG technicians often work in hospitals, clinics or other medical settings.

**Pharmacy Technician**
Pharmacy Technicians assist pharmacists in their day to day tasks. These professionals work under the supervision of a licensed Pharmacist or another health care provider. Their job is to perform tasks related to the preparing and dispensing of pharmaceutical drugs. They are also asked to perform clerical duties as well. Pharmacy Technicians may work in pharmacies, hospitals, nursing homes, insurance companies and other locations. This is a 416 clock hour program. Day and evening classes are available.

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