

# CCMA - FRONT & BACK OFFICE



**Location: PaCE**  
Westfield Mall, Palm Desert  
72-840 Hwy 111, Ste. C-101



**FREE  
INFORMATION  
SESSION**

**PaCE, Westfield Mall**  
Held on the 3<sup>rd</sup>  
Thursday of every month  
at 2:00 p.m.

## **18 MONTH TRAINING HELD QUARTERLY**

Clinical Medical Assistant  
Phlebotomy Technician  
MAA Billing & Coding  
Basic Life Support

**REGISTRATION: \$7,999**

### **Additional Fees:**

CMAA, CBCS & CPT1 NHA Exam Fees | CA State License | Scrubs



**ENROLL  
TODAY!**

[codpace.asapconnected.com](http://codpace.asapconnected.com)  
Partnership and Community Education  
Westfield Mall, Palm Desert  
760.776.7420

# FACT SHEET

## SALARY

Salary ranges from **\$40,000 - \$55,000**

Salary may vary depending on location, experience and national rate. Detailed information may be found at [www.bls.gov](http://www.bls.gov).



## AREAS OF STUDY

Pharmacology  
Medication Administration  
Vital Signs  
Cardiology  
Workplace Behavior  
Lab Environment  
Anatomy  
Safety  
Infection Control  
Equipment  
Procedure  
Collection of Blood  
Complications & Errors  
Patient's Medical Records  
Medical Coding Standards  
HIPPA Compliance  
Insurance Claims  
Medical Terminology  
Communication  
Ethics & Legal Aspects

## PRE-REQUISITES:

- ✓ High School Diploma or equivalent
- ✓ Proficient in English
- ✓ 9<sup>th</sup> Grade Mathematics
- ✓ Hand-to-eye coordination & finger agility
- ✓ Suitable vision, normal or corrected
- ✓ At least 18 years of age\*
- ✓ CPR/Basic Life Support (BLS)±
- ✓ Immunizations & background check\*±
- ✓ No prior criminal offenses\*

±Additional fees

\*Based on externship site



"This program is eligible for financial assistance under the Workforce Innovation & Opportunity Act (WIOA). Certain eligibility requirements apply."  
Call 760-863-2500 for information.

*WIOA Title-I financially assisted program is an equal opportunity program.  
Auxiliary aids and services are available upon request for individuals with disabilities.*



**SETUP YOUR PAYMENT PLAN TODAY!**

760.776.7420 | [codpace@collegeofthedesert.edu](mailto:codpace@collegeofthedesert.edu)