



# Medical Assistant Training PLUS



The Medical Assistant PLUS program prepares students for a career as a medical assistant. Skills sets gained are medical assisting, clinical skills, clerical and administrative procedures including reception and scheduling, medical terminology, electronic charting, clinical testing, basic pharmacology, HIPAA training, first aid, and CPR certification.

**Please call to discuss financial options:**  
RIC Outreach Programs are available to qualified students in need of training and employment, including clients of the Rhode Island Department of Labor and Training (DLT), the Department of Human Services Family Independence Program (DHS), and the Office of Rehabilitative Services (ORS). Other potential funding sources may apply. Workforce and Innovation Opportunity Act funded training may be provided only to individuals who qualify for the program, and only if funds are available.

**Call or email today—classes starting!**

**Outreach Programs at Rhode Island College**  
**(401)456-8698**  
ESL: [mvallejo@ric.edu](mailto:mvallejo@ric.edu) or [ktordoya@ric.edu](mailto:ktordoya@ric.edu)  
Email: [outreachprograms@ric.edu](mailto:outreachprograms@ric.edu)  
Building 8 · East Campus  
600 Mt. Pleasant Ave.  
Providence, RI 02908  
On the Web: [www.ricoutreachprograms.org](http://www.ricoutreachprograms.org)



This program is designed for advanced level ESOL speakers who seek training to become a medical assistants. The PLUS program includes an additional six weeks of contextualized instructional material that is designed to enhance understanding and retention for ESOL students.

**The PLUS Program Includes:**

- English as a Second Language (ESL) for non-native English speaking students
- Remediation services in reading, writing, math and science

**Comprehensive Training in:**

- Medical Terminology
- Basic Anatomy and Physiology
- Basic Pharmacology
- Clinical procedures and skills
- Healthcare Law and Ethics; HIPAA
- CPR certification
- Customer Service
- Communication Skills
- Medical Math
- Computer Skills: Microsoft Office, Electronic Health Records
- Professional development: resumes, cover letters, job searching and practice interviews
- Independent Learning Plans
- Individual counseling with a case manager

**Program Schedule:**

Monday-Friday, 9am- 3pm  
Includes 900 training hours (30hrs/week for 30 weeks) and 120 hour minimum internship

**Who is eligible?**

- Applicants 18 years or older, who have a high school diploma or equivalent
- Unemployed, underemployed, and dislocated workers
- Students who are motivated to learn new skills and secure employment

All course materials included with tuition.