



The NCE Advantage

- Family-like atmosphere
- Small class sizes
- Personal attention
- Flexible class schedules
- Job placement assistance
- Financial assistance for qualified applicants

About National Career Education

Since 1989, NCE has been working with local employers to develop comprehensive quality career training to meet industry needs. Our instructors bring practical work experience to the classroom with relevant hands-on training they provide students. Our 31,000 square foot modern facility is conveniently located in Rancho Cordova.

How do I get started?

Meet with the NCE Admissions Department,
it's that simple!

Call 888-317-4140 today!

National Career Education is a branch campus of Institute for Business & Technology, Santa Clara, CA. NCE is an accredited member of Accrediting Commission of Career Schools and Colleges (ACCSC). For information on graduation rates, median debt of graduates completing these programs, and other important information, visit www.nce.edu.

Overview

Medical assistants are a vital part of the daily duties of a medical office. They primarily work in outpatient settings, a rapidly growing sector of the health care industry. In smaller offices, they are usually “generalists,” handling both clinical and administrative work. Those in larger practices tend to specialize in a particular area such as Cardiology, Pediatrics or Sports Medicine, while others work in hospitals or clinics.

National Career Education (NCE) prepares students for a wide range of administrative and clinical duties.

Administrative duties include:

- updating patient records
- arranging patient lab or hospital visits
- completing insurance forms
- scheduling appointments
- performing medical billing and bookkeeping tasks

Clinical duties vary according to state law, but include:

- taking patients’ vital signs
- preparing patients for and assisting the physician during examinations
- collecting and packaging lab specimens
- sterilizing medical instruments
- educating patients about medications and nutrition
- removing sutures and dressing wounds

Industry Externships

The externship is an integral part of the medical assisting program at NCE. Each student works within a local medical office to observe and gain practical experience. This hands-on externship, supervised by trained medical professionals, will provide every student with an opportunity to acquire valuable experience that prepares them for successful careers as medical assistants.



Contact NCE Today! 888-317-4140