

Date: _____

To Whom It May Concern:

This is to certify that _____ has demonstrated and completed training as a "MEDICAL ASSISTANT" under the auspices of the undersigned as follows and in compliance with California Code of Regulations, Title 16, Chapter 13, Section 1366, 1366.1, 1366.2 and 1366.4:

- A. Ten clock hours of training in administering injections and performing skin test.
- B. Ten clock hours of training in venipuncture and skin puncture for the purpose of drawing blood.
- C. Satisfactory performance of at least ten each of intramuscular, subcutaneous, and intradermal injections and ten skin tests, and/or at least ten venipunctures and ten skin punctures.
- D. For those only administering medication by inhalation, ten clock hours of training in administering medication by inhalation
- E. Training in A-D above has included instruction and demonstration in:
 - 1. Pertinent Anatomy and Physiology appropriate to the procedure.
 - 2. Choice of equipment.
 - 3. Proper technique including sterile technique.
 - 4. Hazards and complications.
 - 5. Patient care following treatment or test.
 - 6. Emergency Procedure.
 - 7. California law and regulations for Medical Assistants.
- F. Trained and has demonstrated, to the satisfaction of instructor, understanding purposes and technique of infection control.

In every instance, prior to administration of medicine by a medical assistant, a licensed physician or podiatrist, or another appropriate licensed person shall verify the correct medication and dosage. The supervising physician or podiatrist must authorize any technical supportive services performed by the medical assistant and that supervising physician or podiatrist must be physically present in the treatment facility when procedures are performed, except as provided in section 2069(a) of the code.

Sincerely yours,

Physician Signature