Medical Assisting Programs

Administrative Medical Assisting - Certificate of Proficiency

The U.S. Bureau of Labor Statistic estimates a 31% growth by 2020 for Medical Assistants (MA). Both formal education and practical experience serve as a standard for MA to influence the public’s health and well-being. Administrative Medical Assisting assumes responsibilities including: administrative support, receptionist, billing and coding introduction, and front office management. Administrative Medical Assistant graduates can perform as medical administrative assistant, patient service representative, and medical biller and coder with additional training. A certificate in Administrative Medical Assisting prepares student to perform “front office” duties which include patient intake, medical records documentation, electronic medical records management, patient reception, scheduling appointments, medical insurance, billing and coding, and collections.

MEDAS 201D Medical Assisting: Office Administration 4
BUS 005 Human Relations in Business 3
COMM 020 Interpersonal Communication Skills 3
CIS 001 Introduction to Computer Information Systems 4
HLTOC 201 Medical Terminology I 2

Total Units 16

Program Requirements:

1. Completed admission application
2. Graduation from accredited high school/equivalent with at least a 2.0 grade point average
3. Eligibility for English 201A & Math 253 or higher
4. After acceptance into the program, submit a completed health form evidencing physical health, including required immunizations/chest x-ray.
5. Criminal background check.
6. Current CPR/BLS (Basic Life Support) card, which must be maintained while in the program.
Clinical Medical Assisting Certificate of Proficiency

This Certificate of Proficiency in Clinical Assisting is the first step of the Medical Assisting Program which will eventually allow students to achieve articulation to Cal State Universities in this field. The Certificate of Proficiency in Clinical Medical Assisting prepares students to perform “back office” duties including but not limited to: patient intake, vital signs and height/weight measurements, and medical records documentation, etc. Students who successfully complete the Clinical Medical Assistant program can obtain employment as a medical assistant, clinic care associate, medical support assistant, and patient care technician, and qualifies to sit for California Medical Assisting Certification Examination.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>MEDAS 201A</td>
<td>Introduction to Medical Assisting</td>
<td>5</td>
</tr>
<tr>
<td>MEDAS 201B</td>
<td>Medical Assisting: Clinical Application</td>
<td>7</td>
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<tr>
<td>COUN 207C</td>
<td>Career Exploration</td>
<td>1</td>
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<tr>
<td>COPED 470F</td>
<td>Occupational Work Experience in Medical Assisting</td>
<td>2</td>
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<tr>
<td></td>
<td><strong>Total Units</strong></td>
<td><strong>15</strong></td>
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</tbody>
</table>

The courses listed Must be satisfactorily completed per Syllabus and Handbook Criteria to attain the Certificate of Proficiency for Clinical Medical Assisting.

Program Requirements

1. Completed admission application
2. Graduation from accredited high school/equivalent with at least a 2.0 grade point average
3. Eligibility for English 201A & Math 253 or higher
4. After acceptance into the program, submit a completed health from evidencing physical health including required immunizations/chest x-ray
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