

MEDICAL ASSISTING – ADMINISTRATIVE AND CLINICAL – ASSOCIATE IN SCIENCE DEGREE, CERTIFICATE OF ACHIEVEMENT

Top Code:

1208.00

The Medical Assisting – Administrative and Clinical program prepares students to seek employment in medical offices or clinics performing administrative and clinical duties including records management, financial systems, laboratory procedures and medical transcription. Students must provide their own transportation to off-campus clinical sites. The program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) in coordination with the Medical Education Review Board (MAERB) and the American Association of Medical Assistants (AAMA). Upon successful completion of the curriculum, a student is eligible to take the certification examination to become a Certified Medical Assistant offered by the American Association of Medical Assistants (*history of Felonies may cause denial of Certification by the AAMA*).

A Certificate of Achievement is awarded upon completion of all required courses with a grade of C or better.

Additional Courses Required for the Associate in Science Degree

Students may select an appropriate General Education pattern to meet the AS degree General Education requirements. Different GE Patterns may result in double counting of some units.

Consult with a Counselor to determine which classes qualify to receive credit in the general education categories.

Student Selection and Fees

Admission Requirements:

1. Graduation from an accredited high school or equivalent with a 2.0 grade point average. Satisfactory completion of college-level courses.
2. Grade point average (GPA) of 2.0 for all college work.
3. Two sets of high school and college transcripts.
4. Completed application for admission to the program during the fall and spring semesters.
5. Current CPR/Basic Life Support (BLS) card, which must be maintained while in the program. CPR training can be obtained from the American Heart Association or the American Red Cross, Health Care Provider course. This requirement can be satisfied by taking HLSC 100 course.

6. After acceptance into the program, submit a completed health data form evidencing good health including required immunizations/chest x-ray or Mantoux test and Ishihara Color Vision Test.
7. Recommended Preparation: Medical Assisting students must have the ability to read, write, and speak English to communicate quickly, safely, and effectively in a health care setting. Additional languages are beneficial and desired. Eligibility for ENGL 001A or High School English. Medical terminology (HLSC 115) and basic Human Anatomy (ANAT 025 or BIOL 003 or PYSO 100).
8. Age Requirement for MA 128 – The Externship Experience, requires students to be at least 18 years old for ambulatory center placement.

Applications are accepted on a year-round basis. Students interested in the part time Medical Assisting Program or additional program information should consult with the Health Science Division Office.

Enrollment is determined by the applicant pool and the selection process is by lottery while adhering to all Federal and State Laws.

Fees:

1. Uniforms – A set of scrubs uniforms and lab coat: approx.\$200
2. Equipment and supplies, textbooks: approx. \$700.
3. AAMA certification exam and membership fees \$135.00
4. A current CPR/Basic Life Support card for Health Professionals provided by the American Heart Association must be maintained while in the program: contact organization for cost of training. Approximately \$95. Students may also satisfy this requirement by enrolling in course HLTN 1000.
5. Professional Liability Insurance Policy \$25.00 per year.
6. 34 units+ (refer to school website for current fees unit cost, health, parking, etc.)

Program Outcomes

- Demonstrate and perform technical skills related to administrative and clinical duties utilizing current technology and adhering to medical assistance practice standard required in the medical ambulatory setting. Demonstrate and perform technical skills related to administrative and clinical duties utilizing current technology and adhering to medical assistance practice standard required in the medical ambulatory setting.
- Exhibit professionalism, appropriate behaviors and interpersonal skills required to assist in the provision of care a culturally diverse community.
- Apply critical thinking skills to analyze, synthesize and evaluate patient care techniques in a medical ambulatory setting.

Requirements for the Certificate of Achievement

Code	Title	Units
Semester I		
HLSC 115	MEDICAL TERMINOLOGY	3
MA 109	HEALTH INFORMATION TECHNOLOGY	1
MA 110	MEDICAL OFFICE MICROCOMPUTER MANAGEMENT APPLICATIONS	1

MA 111A	ADMINISTRATIVE MEDICAL OFFICE PROCEDURES I	3
MA 122A	CLINICAL MEDICAL OFFICE PROCEDURES I	2
MA 122B	CLINICAL MEDICAL OFFICE PROCEDURES II	2
Semester II		
MA 111B	ADMINISTRATIVE MEDICAL OFFICE PROCEDURES II	3
HLSC 113	HUMAN DISEASE	3
MA 122C	CLINICAL ASSISTING TECHNIQUES III	4
MA 124	PHLEBOTOMY & LABORATORY PROCEDURES FOR MEDICAL ASSISTANTS	3
MA 126	PHARMACOLOGY FOR MEDICAL ASSISTANTS	2
MA 127	MEDICAL INSURANCE	3
Semester III		
MA 128	PRACTICUM EXPERIENCE IN THE MEDICAL OFFICE	4
Total Units		34

General Education Requirements for the Associate in Science Degree

- General Information (<https://curriculum.pasadena.edu/academic-programs-leading-degree-certificate/>)
- PCC Local Gen Ed (<https://curriculum.pasadena.edu/academic-programs-leading-degree-certificate/#pcclocaltext>)
- CSU Breadth (<https://curriculum.pasadena.edu/academic-programs-leading-degree-certificate/#csubreadthtext>)
- IGETC (<https://curriculum.pasadena.edu/academic-programs-leading-degree-certificate/#igetctext>)

Visit the Program Mapper (<https://pasadena-city.programmapper.ws/academics/interest-clusters/8353468c-9ac9-4b4b-a310-843b126d204c/programs/7603540b-68f9-d2f1-0285-1bc124bd11b8/>) for a suggested sequence of courses.