



Santa Rosa Junior College
COLLEGE WIDE INFORMATION SYSTEM



Health Sciences

Medical Assisting-Administrative and Clinical - Track 1 Effective FALL 2000

DEPARTMENT

Health Sciences

TOTAL UNITS

43.5 Units

CONTACT

Janet Fisk, 527-4836

PROGRAM

This four-semester certificate program will prepare students to be Medical Assistants in physicians' offices, medical clinics, hospital outpatient clinics, health agencies, and educational institutions.

Credits earned in obtaining the Certificate of Completion in Medical Assisting may also be applied toward Associate Degree graduation requirements. Counseling, financial aid, and scholarships are available for students in the program. Students completing this program will be eligible to take the California examination for Certified Medical Assistant qualification.

OCCUPATION

Medical assistants perform clinical and administrative functions to keep health care delivery settings running smoothly. The duties of medical assistants vary from office to office, depending on the location and size of the practice and the physician's specialty. In small practices, medical assistants are usually generalists, handling both clerical and clinical duties and reporting directly to an office manager or physician. Those in large practices tend to specialize in a particular area under the supervision of department administrators.

Medical assistants perform many clerical duties. They answer telephones, greet patients, update and file patient medical records, complete insurance forms, handle correspondence, schedule appointments, arrange hospital admissions and laboratory services, and handle billing and bookkeeping.

Clinical duties vary according to state law and include taking and recording vital signs and medical histories, explaining treatment procedures to clients, preparing clients for examinations, and assisting during examinations. Medical assistants collect and prepare laboratory specimens and perform basic laboratory tests on the premises, dispose of contaminated supplies, and sterilize medical instruments. They instruct clients about medication and special diets, prepare and administer medications as directed by a physician, authorize drug refills as directed, telephone prescriptions to a pharmacy, draw blood, prepare clients for x-rays, take EKGs, remove sutures, and change dressings.

Medical assistants may also arrange examining room instruments and equipment, purchase and maintain supplies and equipment, and keep waiting and examining rooms neat and clean.

Assistants who specialize have additional duties. Podiatry medical assistants make castings of feet, expose and develop x-rays, and assist podiatrists at surgery. Ophthalmic medical assistants help ophthalmologists provide medical eye care. They use precision instruments to administer diagnostic tests, measure and record vision, and test the functioning of eyes and eye muscles. They also show clients how to use eye dressings, protective shields, and safety glasses, and insert, remove and care for contact lenses. Under the direction of the physician, they may administer medications, including eye drops. They also maintain optical and surgical instruments and assist the ophthalmologist in surgery.

EMPLOYMENT

Medical Assistants with both administrative and clinical skills are increasingly utilized in Sonoma County and the Bay area because of their dual skills. Employment opportunities include a variety of options: medical assistant, administrative assistant, clinical medical assistant, hospital unit secretary, insurance claims processor, medical transcriptionist, or research assistant. Entry-level wages for medical assistants in Sonoma County and the San Francisco Bay area range from \$9 to \$15 per hour, plus benefits for full-time positions, depending upon the type of facility, location, and duties of the employee.

DATE

The requirements for this certificate are effective beginning the semester shown below. If you began working on this certificate before the effective semester, you may not be affected by any changes to the program. Consult with a counselor or Contact Person to determine your eligibility to complete the certificate under previous requirements.

Effective FALL 2000

PROGRAM PREREQUISITES

1. High school graduation or equivalent, e.g., GED-General Education Development, CHSPE-California High School Proficiency Exam.
2. Before clinical experience in MA 66.1 (2nd semester), a physical examination must be completed. Current immunization record, TB test, and CPR card are also required.
3. **Special application to Program is required. Contact the Health Sciences Department for details.
4. Completion of the following Preparation for the Program requirements:

REQUIRED PREPARATION FOR MEDICAL ASSISTING

| Semester | Notes | Class | Description | Semester Offered | Units |
|-----------|-------|--------|-----------------------------|------------------|-----------|
| Sp or Sum | | HLC 60 | Medical Terminology | All | 3.0 |
| Sp or Sum | | | Keyboarding speed of 40 wpm | All | up to 3.0 |

Because the reading requirements of our texts are college level and contains highly technical material, it is strongly suggested that students be eligible for English 100B. Students must take the English Placement Test to determine their current levels.

PROGRAM REQUIREMENTS MEDICAL ASSISTING – 1st YEAR

| Semester | Notes | Class | Description | Semester Offered | Units |
|----------|-------|----------|--|------------------|-------|
| FALL | | ANAT 58 | Introduction to Human Anatomy | Fall/Spring | 3.0 |
| | | BOT 77.8 | Beginning Microsoft Word or other WordPerfect course | Fall/Spring | 1.5 |
| | | CIS 101A | Intro to Personal Computers | Fall/Spring | 1.0 |
| | | MA 60 | Medical Office Practice or 6 mos. Med. off. exp. | Fall | 3.0 |
| | | MA 61 | Law & Ethics in the Medical Office | Fall/Spr | 1.0 |
| SPRING | | MA 62 | Medical Terminology, Advanced | Fall/Spring | 4.0 |
| | | MA 67A | Diagnostic Coding 2nd 8 weeks | Spring | 1.5 |
| | | MA 68.1 | Medical Office Ins., Basic 2nd 8 weeks | Spring | 1.5 |
| | | MA 68.2 | Comp. Med. Office Bookkeeping 2nd 8 weeks | Spring | 0.5 |
| | | MA 68.4 | Procedural Coding 1st 8 weeks | Spring | 1.5 |
| | | MA 70A | Medical Transcription, Introduction | Spring | 2.0 |
| | | MA66.1 | Externship, Adm. Med. Assisting | Spring | 3.5 |

PROGRAM REQUIREMENTS MEDICAL ASSISTING - 2ND YEAR

| Semester | Notes | Class | Description | Semester Offered | Units |
|----------|-------|----------|-------------------------------------|------------------|-------|
| FALL | | MA 63A | Clinical Procedures I | Fall | 3.0 |
| | | MA 287.5 | Clinical Experience I last 12 weeks | Fall | 2.0 |
| | | MA 65 | Pharmacology & Adm. of Medications | Fall | 3.0 |
| | | MA 287.6 | Pharmacological Math Calculations | Fall | 1.0 |
| SPRING | | MA63B | Clinical Procedures II | Spring | 3.0 |
| | | MA 287.2 | Clinical Experience II | Spring | 3.0 |
| | | MA 64 | Laboratory Techniques | Spring | 2.0 |
| | | MA66.4 | Externship, Clinical Med Assisting | Spring | 3.5 |

Guidelines for Success

The following statements are provided as guidelines to assist with your successful beginning and completion of the Medical Assisting Programs and / or the Claims Processing / Coding Track and / or the Medical Transcription Track.

1. Language Requirements

English proficiency. Take English placement test (APS/ Essay) to demonstrate eligibility for English 100B or to determine course to take to become eligible for English 100B. See the Schedule of Classes for testing & placement information. **Because the reading level of our texts is college level, it is strongly suggested that students be eligible for English 100B. Students must take the English Placement Test to determine their current level.**

Ability to apply concepts of spelling, punctuation, and sentence structure.

2. Health Requirements

Physical and mental health that enables you to work with clients and medical personnel. Current immunizations as explained in the Medical Assisting Program Handbook. (Distributed in MA 60). Before clinical experience - 2nd semester for Administrative Medical Assisting, 2nd Fall semester for Clinical Medical Assisting, completion of physical examination is necessary. (Pick up exam form in Health Sciences office.) Also, current immunization record, TB test, and adult/child/infant CPR card are required. Students must be clean and sober from all drugs, including alcohol.

3. Cost

Check the Schedule of Classes for current tuition fees. The approximate cost for Medical Assisting program-related expenses including tuition, parking fees, books health services fee, liability insurance, supplies, lab coat and uniform \$400 per semester.

4. Financial Aid

Scholarships, grants, and other financial assistance information may be obtained through the SRJC Financial Aid Office in Barnett Hall.

5. Employment Concurrent with Attendance

Fall semester core classes have been concentrated on Tuesdays and Thursday to allow time for part-time employment and / or other class options. During Externship courses, work and other class schedules may need to be modified to accommodate program requirements.

6. Study Time and Program Planning

Students should anticipate and plan for approximately two hours of study time per hour of class, and life commitments need to be made before choosing full or part-time study.

7. Attendance and Grades

Regular attendance and promptness are expected at class sessions and clinical experience. Excessive absences could jeopardize a student's successful completion of a course and the program. (See Medical Assisting Program Handbook) Each required course must be completed with a "C" or better to receive the program and track certificates of completion.

8. Child Care

Child care arrangements, back-up and sick-child plans should be arranged to avoid absence from class and clinical schedules. Check with the Call Child Development Center on campus for child care options.

E.MAIL

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Questions or comments about the **Certificates** section of the CWIS may be sent to:

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