



Health Sciences

Medical Assisting - Administrative - Track 2

DEPARTMENT

Health Sciences

TOTAL UNITS

24 Units

CONTACT

Janet Fisk, 527-4836

PROGRAM

This 24-unit, two-semester certificate program will prepare students to be Administrative Medical Assistants in physicians' offices, medical clinics, hospitals, health agencies, and educational institutions.

Credits earned in obtaining the Certificate of Completion in Administrative Medical Assisting may also be applied toward Associate Degree graduation requirements. Counseling, financial aid, and scholarships are available for students in the program.

OCCUPATION

Administrative Medical Assistants' duties include greeting patients, answering telephones, scheduling appointments, maintaining and filing client medical records, completing insurance forms, arranging hospital admissions and laboratory services, handling billing, bookkeeping, and physician correspondence. They also help maintain a neat, clean waiting room and front office. Administrative Medical Assistants, as well as Clinical Medical Assistants, may advance to Office Management positions.

EMPLOYMENT

Employment opportunities for students who complete the Administrative Medical Assistant Program include administrative medical assistant, hospital unit secretary, insurance claims processor, medical receptionist, medical records clerk, medical secretary, and medical research assistant. Entry-level wages for medical assistants in Sonoma County and the San Francisco Bay area range from \$8 to \$12 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 1998

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 is 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 level.

PROGRAM REQUIREMENTS MEDICAL ASSISTING – ADMINISTRATIVE

Semester	Notes	Class	Description	Semester Offered	Units
FALL		ANAT 58	Intro 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 70A	Medical Transcription, Introduction	Spring	2.0
		MA66.1	Externship, Adm. 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.

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[Return to the Certificates Home Page](#)



[CWIS Home Page](#)

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

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