



Santa Rosa Junior College  
COLLEGE WIDE INFORMATION SYSTEM

## Health Sciences

### Medical Assisting - Clinical - Track 3 Effective FALL 2000

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#### DEPARTMENT

Health Sciences

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#### TOTAL UNITS

33 Units

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#### CONTACT

Janet Fisk, 527-4836

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#### PROGRAM

This 38-unit, four-semester certificate program will prepare students to be Clinical Medical Assistants in physicians' offices, medical clinics, hospital outpatient clinics, health agencies, and educational institutions.

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

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#### OCCUPATION

Clinical Medical Assistants perform clinical duties that vary according to state law and according to the size and specialty of the medical practice. These duties include preparing clients for examinations, taking and recording vital signs and medical histories, explaining treatment procedures to clients, and assisting during examinations. Clinical Medical Assistants collect and prepare laboratory specimens and perform basic laboratory tests. They instruct clients about medication and special diets, prepare and administer medications as directed by a physician, remove sutures, and change dressings. They may also arrange examining room instruments and equipment, purchase and maintain supplies and equipment, and keep neat and clean waiting and examining rooms.

Some Clinical Medical Assistants may specialize. Podiatric medical assistants make castings of feet and assist podiatrists in surgery. Ophthalmic medical assistants help ophthalmologists provide medical eye care. They 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.

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#### EMPLOYMENT

Employment opportunities for students who complete the Clinical Medical Assisting Program include clinical medical assistant in medical offices, clinics or hospital outpatient departments or work as a hospital unit secretary. Entry-level wages for clinical medical assistants in Sonoma County and San Francisco Bay area range from \$9 to \$13 per hour, plus benefits for full-time positions, depending upon the type of facility, location, and duties of the employee.

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#### 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, a physical examination must be completed. Current immunization record, TB test, and CPR card are also required.
3. 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 – CLINICAL

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
SPRING		MA 61	Law & Ethics in the Medical Office	Fall/Spr	1.0
		MA 62	Medical Terminology, Advanced	Fall/Spring	4.0
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	2.0
		MA 287.6	Pharmacological Math Calculations	Fall	1.0
SPRING		MA63B	Clinical Procedures II	Spring	3.0
		TBA	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.

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## E.MAIL

janet\_fisk@garfield.santarosa.edu

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[CWIS Home Page](#)

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

[Bill Turner](#)

[bill\\_turner@garfield.santarosa.edu](mailto:bill_turner@garfield.santarosa.edu)

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