

MEDICAL ASSISTING: ADMINISTRATIVE - ASSOCIATE IN SCIENCE

San José City College offers an Associate in Science and certificate in Medical Assisting: Administrative. The Medical Assisting: Administrative program prepares the student for employment as an administrative (front office) medical assistant in a physician's office or clinic. This program is designed to prepare the student to schedule appointments, perform medical reception duties, handle financial matters (including medical collection), manage medical records, and insurance billing.

The externship in the front office of a physician's office will provide the student with the administrative experience necessary to enter the workforce.

An advanced course in the major must be taken at San José City College.

A grade of "C" or better is required for each course in the major or area of emphasis. A "P" (Pass) grade is an acceptable grade for courses in the major or area of emphasis if the course is taken on a Pass/No Pass basis.

CAREER OPTIONS:

- Medical Office
- Medical Clinic
- Hospitals

Upon successful completion of this program, students will be able to:

- Execute administrative medical front office skills including billing and coding procedures, health insurance form processing, patient and patient record/chart management, and public relations.
- Apply knowledge of the human body, medical terminology and disease to front office administrative protocols and procedures.
- Exercise compliance with regard to HIPAA privacy practices, and be able to explain these guidelines to both patients and other health professionals.
- Adhere to, and support, OSHA and other regulatory agency safety guidelines overseeing the practice of medicine and implement such safety protocols.
- Prepare for Certified Medical Assistant/CMA exam and/or the Registered Medical Assistant (RMA) exam.
- Effectively communicate with patients and other health care personnel while exercising the highest level of professional conduct.
- Integrate practical experience during an externship within a medical office setting.
- Service the community by filling a need for certified, well-trained front office medical assistants.

Major Requirements

Course	Title	Credits
Required Courses:		26
CA 100D	Microsoft Office	3
HSCI 008	Medical Terminology	3
MA 005	Medical Office Emergencies	2
MA 006	Introduction to Medical Assisting	3

MA 007	Medical Front Office Procedures	3
MA 008	Medical Office Financial Procedures	3
MA 009	Electronic Health Records and Medical Billing	3
MA 011	Medical Coding	2
MA 012	Medical Assisting Administrative Practicum Experience	4
Complete one of the following BUS courses:		3
BUS 007A	Business Language Skills	3
BUS 008	Business English and Writing	3
Complete one of the following courses:		4-5
BIOL 020	Human Biology	4
BIOL 071	Human Anatomy	5
MA 004	Structure and Function of the Human Body	4
Total Units		33-34

Approved Program Electives (as needed to reach 60 units)

Course	Title	Credits
ADS 071	Pharmacology/Physiology of Addiction	3
BIOL 061	Human Heredity	3
CA 005	Computer Literacy	2
CA 010A	Computer Keyboarding	1
CA 011	Speed and Accuracy	1
FCS 019	Nutrition	3
FCS 070	Child Development	3
HED 011	Dynamic Health Concepts	3
MA 020	Physical Examination Procedures	3
MA 021	Medical Office Laboratory Procedures	3
MA 022	Medical Asepsis and Surgical Procedures	3
MA 023	Medication Administration for Medical Assistants	3
PSYC C1000	Introduction to Psychology	3

AS Degree Requirements

Course	Title	Credits
Major Requirements		33-34
General Education Requirements		27
Complete two courses for the U.S. History, Constitution, and American Ideals Requirement (US-1, US-2, and US-3)		
Total Units:		60