MEDICAL ASSISTING

About the Program
Medical Assisting: Administrative

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.

Prior to, or after finishing the major classes, the student may complete the General Education requirements for the AS Degree. Associate Degrees for Transfer (ADTs) also require that students must earn a "C" or better in all courses required for the major or area of emphasis. A "P" (Pass) grade is an acceptable grade for courses in the major if the course is taken on a "pass/no pass" basis.

Career Options

- Medical Office
- Medical Clinic
- Hospitals

Certificates/Degrees

- Certificate of Achievement – Level 3
- AS Degree

For additional information, see a counselor, visit the Career/Transfer Center, or contact the following:

Business & Workforce Development (408) 288-3131
Division

Medical Assisting: Clinical

San José City College offers an Associate in Science (AS) and Certificate of Achievement and in Medical Assisting: Clinical degree. The Medical Assisting: Clinical program prepares the student for employment as a clinical (back office) medical assistant in a physician's office, clinic, or hospital setting. The student performs a variety of clinical medical assisting procedures including physical examination, medication administration, electrocardiography, minor surgery assist, medical asepsis, phlebotomy, and laboratory specimen handling, processing, and analysis. An externship in the clinical area of a physician's office, clinic, or hospital will provide the student with the necessary experience to enter the workforce.

Prior to, or after finishing the major classes, the student may complete the General Education requirements for the AS Degree. Associate Degrees for Transfer (ADTs) also require that students must earn a "C" or better in all courses required for the major or area of emphasis. A "P" (Pass) grade is an acceptable grade for courses in the major if the course is taken on a "pass/no pass" basis.

Career Options

- Medical Office
- Medical Clinic
- Hospitals

Certificate/Degrees

- Certificate of Achievement – Level 3
- Medical Career Preparation - Certificate of Completion-Noncredit
- AS Degree

For additional information, see a counselor, visit the Career/Transfer Center, or contact the following:

Business & Workforce Development (408) 288-3131
Division

Associate Degrees

- Medical Assisting: Administrative - Associate in Science (http://courseleaf.sjcc.edu/degrees-certificates/medical-assisting/medical-assisting-administrative-associate-science/)
- Medical Assisting: Clinical - Associate in Science (http://courseleaf.sjcc.edu/degrees-certificates/medical-assisting/medical-assisting-clinical-associate-science/)

Certificates

- Medical Assisting: Administrative - Certificate of Achievement Level 3 (http://courseleaf.sjcc.edu/degrees-certificates/medical-assisting/medical-assisting-administrative-certificate-achievement-level-3/)
- Medical Assisting: Clinical - Certificate of Achievement Level 3 (http://courseleaf.sjcc.edu/degrees-certificates/medical-assisting/medical-assisting-clinical-certificate-achievement-level-3/)
- Medical Assisting: Community Health Worker Certificate of Completion-Noncredit (http://courseleaf.sjcc.edu/degrees-certificates/medical-assisting/community-health-worker-certificate-completion-noncredit/)
- Medical Career Preparation - Certificate of Completion-Noncredit (http://courseleaf.sjcc.edu/degrees-certificates/medical-assisting/medical-career-preparation---certificate-completion-noncredit/)
- Patient Navigator - Certificate of Achievement Level 1 (http://courseleaf.sjcc.edu/degrees-certificates/medical-assisting/patient-navigator-certificate-of-achievement-level-1/)