

# 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 A.S. Degree. A grade of "C" or better is required in each major course. An advanced course in the major must be taken at San José City College.

#### Career Options

- Medical Office
- Medical Clinic
- Hospitals

#### Certificates/Degrees

- Certificate of Achievement – Level 3
- A.S. 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. A grade of "C" or better is required in each major course. An advanced course in the major must be taken at San José City College.

#### Career Options

- Medical Office
- Medical Clinic
- Hospitals

### Certificate/Degrees

- Certificate of Achievement – Level 3
- Medical Career Preparation - Certificate of Completion-Noncredit
- A.S. Degree

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### 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/>)