
Specialized Associate Degree—Medical Assistant

Objective: This program is designed to train students to become medical administrative assistants and clinical assistants with a solid foundation in both areas. The emphasis on administrative and clinical skills includes extensive instruction in medical terminology, medical insurance billing, medical office procedures, medical clinical procedures, as well as instruction in beginning medical transcription, basic anatomy and physiology, and pharmacology. In addition, a medical office management class is offered to increase the student's skills in standard management duties and patient information protection and privacy. Students will be instructed in various medical-related software to include data protection and transmission. A 125-hour externship is included.

With completion of 1650 hours of core courses, students may continue in the Clinical/Administrative Program or choose concentrations in Health Information Management (HIM) or Phlebotomy for the additional 100 hours.

The general education classes expand a student's potential for assumption of supervisory or management responsibility within a medical setting. The emphasis is placed on communications, critical thinking, human relations, decision making, and other skills required of well-qualified medical personnel. In keeping with the philosophy of the College, the emphasis in this program is placed on marketable medical skills.

Expected Educational Outcomes: Upon completing the Specialized Associate Degree – Medical Assistant program – Clinical / Administrative, Health Information Management (HIM), or Phlebotomy Concentration, students will have demonstrated:

1. The critical skills necessary to properly handle front office procedures.
2. The critical skills necessary to properly perform the various clinical duties using universal precautions (a set of guidelines set forth by OSHA).
3. Expanded focus of medical billing and coding for an out-patient setting.
4. An understanding of management concepts and communications, human relations principles, and critical thinking ability as they relate with career success and productivity.
5. Expanded focus regarding current medical issues such as laws, ethics, and transcription.
6. The important role and responsibilities of a medical administrative / clinical assistant.
7. Clinical / Administrative: Readiness to sit for the California Certified Medical Assistant or Registered Medical Assistant exam to become a Certified Medical Assistant.
8. Health Information Management (HIM) Concentration: Readiness to sit for the Certified Professional Coder, Apprentice Status (CPC-A) exam or the Certified Coding Associate (CCA), and the California Certified Medical Assistant or Registered Medical Assistant exam to become a Certified Medical Assistant.
9. Phlebotomy Concentration: Readiness to sit for the National Phlebotomy Certification exam leading toward Certified Phlebotomy Technician 1 (CPT-1) and the California Certified Medical Assistant or Registered Medical Assistant exam to become a Certified Medical Assistant.

Specialized (Occupational) Associate Degree awarded upon successful completion of all graduation requirements.

Empire College
3035 Cleveland Avenue
Santa Rosa, CA 95403
707-546-4000
www.empcol.edu

Empire College
Business – Law – Technology – Medical

Specialized Associate Degree—Medical Assistant

Program Outline: Requirements for Graduation

Class No.	Class Title	Qtr.		Class No.	Class Title	Qtr.	
		Hours	Units			Hours	Units
AC160A	Fundamentals of Accounting IA	25	2.5	MD164A	EKG and Capillary Puncture	25	2.5
AC16LA	Fundamentals of Accounting IA Lab	25	1.0	MD164B	EKG and Capillary Puncture Skills Lab A	25	1.0
AC160B	Fundamentals of Accounting IB	25	2.5	MD164C	EKG and Capillary Puncture Skills Lab B	25	1.0
AC16LB	Fundamentals of Accounting IB Lab	25	1.0	MD166A	Phlebotomy and Urinalysis	25	2.5
BM141	Math Review	25	1.0	MD166B	Phlebotomy and Urinalysis Skills Lab A	25	1.0
BM142	Business Math	25	2.5	MD166C	Phlebotomy and Urinalysis Skills Lab B	25	1.0
BM195A	10-Key Keypad	25	1.0	MD250	Medical Office Procedures I	25	2.5
CM050A	Introduction to the Internet	25	1.0	MD251	Medical Office Procedures II	25	2.5
CM127B	Introduction to Microsoft Word I	25	1.0	MD253	Medical Office Management	25	2.5
CM185A	QuickBooks Pro I	25	1.0	MD255	Medical Assisting Certification Exam Preparation	25	1.0
CM192A	Microsoft Office Professional: An Overview of Word and Excel	25	1.0	MD301A	Medical Insurance Coding I	25	2.5
EN100A	Business English IA - Grammar	25	2.5	MD301B	Medical Insurance Coding II	25	2.5
EN100B	Business English IB - Grammar	25	2.5	MD301C	Medical Insurance Coding III	25	2.5
EN200A	Business English IIA - Punctuation	25	2.5	MD302A	MediSoft I	25	1.0
EN200B	Business English IIB - Punctuation	25	2.5	MD302B	MediSoft II	25	1.0
EN300A	Business Correspondence I	25	1.0	MD304A	Medical Manager I	25	1.0
GB101	Career Transitions	25	2.5	MD304B	Medical Manager II	25	1.0
GB132B	Records Management	25	2.5	MD305	Medical Insurance Plans	25	2.5
GB300	Security Practices	25	2.5	MD306	Claims Reimbursement	25	2.5
MD150	Anatomy and Physiology I	25	2.5	MD307	HIPAA and Records Management	25	2.5
MD151	Anatomy and Physiology II	25	2.5	MD400 *	Medical Externship	125	4.0
MD152	Anatomy and Physiology III	25	2.5	RX141A	Basic Health Care Math	25	2.5
MD160A	Beginning Medical Transcription I	25	1.0	RX175A	Principles of Pharmacology	25	2.5
MD161A	Medical Terminology I	25	2.5	RX185A	Pharmacology by Body Systems I	25	2.5
MD161B	Medical Terminology II	25	2.5	RX185B	Pharmacology by Body Systems II	25	2.5
MD162A	Introduction to Medical Assisting I	25	1.0	General Education			
MD162B	Intro. to Medical Assisting II	25	1.0	CM100	Computer Literacy	25	2.5
MD162C	Intro. to Medical Assisting III	25	1.0	EN303A	Management Communications I	25	2.5
MD163A	Injections and Surgical Assisting	25	2.5	EN303B	Mgmt. Communications II	25	2.5
MD163B	Injections and Surgical Assisting Skills Lab A	25	1.0	GB200A	Human Relations I	25	2.5
MD163C	Injections and Surgical Assisting Skills Lab B	25	1.0	GB200B	Human Relations II	25	2.5
				MA101	Introduction to Algebra	<u>25</u>	<u>2.5</u>
				Total Core Classes:		1650	120.5

* See eligibility requirements under "Class Descriptions", page 113.

Specialized Associate Degree—Medical Assistant

Clinical/Administrative Concentration

Class No.	Class Title	Hours	Units
	All Core Classes	1650	120.5
BM195B	10-Key Speed Development	25	1.0
EN300B	Business Correspondence II	25	1.0
MD160B	Beg. Medical Transcription II	25	1.0
MD160C	Beg. Medical Transcription III	25	1.0
Program Total:		1750	124.5
Total Weeks/Quarters			
Daytime:		70/7	
Evening:		105/7	

Keyboarding Speed Requirement: 40 NWPM

Health Information Management Concentration

Class No.	Class Title	Hours	Units
	All Core Classes	1650	120.5
MD310	Advanced Medical Coding	25	2.5
MD311	Health Information Management	25	2.5
MD312	Medical Coding Apprenticeship Certification Preparation	25	2.5
PH101A	Ethics in Technology and Society	25	2.5
Program Total:		1750	130.5
Total Weeks/Quarters			
Daytime:		70/7	
Evening:		105/7	

Keyboarding Speed Requirement: 40 NWPM

Specialized Associate Degree—Medical Assistant

Phlebotomy Concentration

Class No.	Class Title	Hours	Qtr.
			Units
	All Core Classes	1650	120.5
PB100	Basic Phlebotomy	30	2.5
PB200	Advanced Phlebotomy	30	2.5
PB500	Phlebotomy Externship	<u>40</u>	<u>1.0</u>
	Program Total:	1750	126.5
	Total Weeks/Quarters		
	Daytime:	70/7	
	Evening:	105/7	

Keyboarding Speed Requirement: 40 NWPM

Phlebotomy Concentration Entrance Requirements:

In addition to the entrance requirements described on pages 8-9, admission into Empire College's Phlebotomy Concentration is approved by the Phlebotomy Program Director. Factors used to determine potential to benefit include aptitude, attitude, experience, and demeanor. High school equivalency can be satisfied by a U.S. high school diploma or GED. Admission qualification is determined on an individual basis. All students enrolled must attend the full program, including externship.

Prior to beginning the Phlebotomy Concentration, Empire College will conduct a criminal background check to include, at a minimum, a search of county court records for all jurisdictions in which the student has resided during the past seven years, as well as a search to identify registered sex offenders.

It is the student's responsibility to provide evidence of medical coverage and proof of current status of the following health screenings: (1) negative result to an 8 panel drug screen; (2) Hepatitis B within last 10 years; (3) Measles/Mumps/Rubella – 2 if born after 1957; (4) Varicella (Titer/vaccine) – possibly 2 immunizations; (5) Tuberculosis (PPD - skin/ chest x-ray) – 2 within the last 12 months; and (6) Tetanus/Diphtheria within the last 10 years.

State of California Certified Phlebotomy Technician

Certification:

Individuals who successfully complete the Phlebotomy Concentration will receive a certificate of completion from Empire College allowing them to sit for the National certification examination. Upon passing the National examination, graduates are eligible to apply to the State for Certified Phlebotomy Technician 1 (CPT-1) certification. CPT-1 certification is required to work as a phlebotomist in the State of California.