
Clinical Medical Assistant

Objective: This program includes extensive instruction in medical terminology, medical office procedures, medical insurance billing, basic healthcare math, as well as instruction in basic anatomy, physiology, and pharmacology. In addition to clinical procedures, students participate in a 125-hour externship. Students completing this course are prepared for front or back office medical assisting positions in doctors' offices, hospitals (laboratories, EKG departments, and outpatient areas), private laboratories, and other medical institutions. Emphasis on vocational training is consistent with the mission of the College.

Note: All units in this program are transferable to the Specialized Associate Degree – Medical Assistant program.

Expected Educational Outcomes: Upon completing the Clinical Medical Assistant program, 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 regarding current medical issues such as laws, ethics, insurances.
4. The important role and responsibilities of a medical administrative/clinical assistant.
5. Readiness to sit for the California Certified Medical Assistant or Registered Medical Assistant exam to become a Certified Medical Assistant.

Diploma awarded upon successful completion of all graduation requirements.

Clinical Medical Assistant

Program Outline: Requirements for Graduation

Class No.	Class Title	Hours	Qtr.		Class No.	Class Title	Hours	Qtr.	
			Units					Units	
BM141	Math Review	25	1.0		MD166A	Phlebotomy and Urinalysis	25	2.5	
CM050A	Introduction to the Internet	25	1.0		MD166B	Phlebotomy and Urinalysis Skills Lab A	25	1.0	
CM100	Computer Literacy	25	2.5		MD166C	Phlebotomy and Urinalysis Skills Lab B	25	1.0	
CM127B	Introduction to Microsoft Word I	25	1.0		MD250	Medical Office Procedures I	25	2.5	
CM192A	Microsoft Office Professional: An Overview of Word and Excel	25	1.0		MD251	Medical Office Procedures II	25	2.5	
CM192B	Microsoft Office Professional: An Overview of Access and PowerPoint	25	1.0		MD255	Medical Assisting Certifica- tion Exam Preparation	25	1.0	
EN100A	Business English IA - Grammar	25	2.5		MD301A	Medical Insurance Coding I	25	2.5	
EN100B	Business English IB - Grammar	25	2.5		MD302A	MediSoft I	25	1.0	
EN200A	Business English IIA - Punctuation	25	2.5		MD302B	MediSoft II	25	1.0	
EN200B	Business English IIB - Punctuation	25	2.5		MD304A	Medical Manager I	25	1.0	
EN300A	Business Correspondence I	25	1.0		MD304B	Medical Manager II	25	1.0	
GB101	Career Transitions	25	2.5		MD305	Medical Insurance Plans	25	2.5	
GB200A	Human Relations I	25	2.5		MD307	HIPAA and Records Management	25	2.5	
GB200B	Human Relations II	25	2.5		MD400 *	Medical Externship	125	4.0	
GB300	Security Practices	25	2.5		RX141A	Basic Health Care Math	25	2.5	
MD150	Anatomy and Physiology I	25	2.5		RX175A	Principles of Pharmacology	25	2.5	
MD151	Anatomy and Physiology II	25	2.5		RX185A	Pharmacology by Body Systems I	25	2.5	
MD152	Anatomy and Physiology III	25	2.5		RX185B	Pharmacology by Body Systems II	25	2.5	
MD161A	Medical Terminology I	25	2.5			Total:	1250	88.0	
MD161B	Medical Terminology II	25	2.5			Total Weeks/Quarters			
MD162A	Introduction to Medical Assisting I	25	1.0			Daytime:	50/5		
MD162B	Introduction to Medical Assisting II	25	1.0			Evening:	75/5		
MD163A	Injections and Surgical Assisting	25	2.5						
MD163B	Injections and Surgical Assisting Skills Lab A	25	1.0						
MD163C	Injections and Surgical Assisting Skills Lab B	25	1.0						
MD164A	EKG and Capillary Puncture	25	2.5						
MD164B	EKG and Capillary Puncture Skills Lab A	25	1.0						
MD164C	EKG and Capillary Puncture Skills Lab B	25	1.0						

Keyboarding Speed Requirement: 40 NWPM

* See eligibility requirements under "Class Descriptions", page 109.