

MEDICAL ASSISTING: COMBINED ADMINISTRATIVE/ CLINICAL - CERTIFICATE OF ACHIEVEMENT

Database Option

Code Number	Course Title	Units
COSA 15	Microsoft Excel for Windows	3
COSA 25	Microsoft Access for Windows	3
Subtotal Units		6

Plan Code: 3608

An Administrative/Clinical Medical Assistant assists the physician in caring for the patient in the medical office or clinic. The range of administrative and clinical duties include assisting with the physical exam, specialty exams, and minor surgery; sterilization; laboratory procedures; giving injections; diagnostic tests; pharmacology; taking a health history; venipuncture; and handling emergency situations, answering phones, scheduling in and out of office appointments, verifying insurance, greeting patients, insurance billing (CPT and ICD-10 coding), insurance authorizations, vital signs, and processing payments.

Program Student Learning Outcomes

- Demonstrate clinical patient skills.
- Demonstrate administrative patient skills.
- Demonstrate medical office employability skills.

Program Requirements

Code Number	Course Title	Units
REQUIRED COURSES		
ANAT 41	Anatomy & Physiology	4-5
or BIO 60	Human Biology	
AH 60	Medical Terminology	3
AH 276	Health Care Law	1
MA 270	Introduction to Medical Assisting	3
MA 280	Health Care Clinical Procedures	3
MA 282	Advanced Health Care Clinical Procedures	3
MA 286	Medical Assisting Combined Practicum	4
MA 288	Medical Assisting Practicum Seminar	1
MA 290	Basic Medical Insurance Billing	3
Subtotal Units		25-26
IN ADDITION, complete ONE of the following Administrative Options:		
	Accounting Option	
	Database Option	
Subtotal Units		6-7
Total Units		31-33

Accounting Option

Code Number	Course Title	Units
ACCTG 200	Introduction to Accounting	3
COSA 1	Computer Information Competency	1
COSA 10	Microsoft Word for Windows	3
Subtotal Units		7