



MEDICAL ASSISTING PROGRAM

1250 WALLER STREET . SAN FRANCISCO, CA 94117 . 415-561-1826 . FAX 415-552-2689

Dear Prospective Student:

Thank you for your interest in the City College of San Francisco Medical Assisting (MA) Program. Attached you will find listings and descriptions of courses leading to either an associate degree or certification of completion in Medical Assisting, Medical Administrative Assisting, Medical Biller, Medical Receptionist, and Medical Evaluation Assistant. Sequencing information is also provided as a guide to the minimum length of time required by each option.

The Medical Assisting Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), on recommendation of the Committee on Accreditation for Medical Assistant Education. Students who complete the Certificate of Completion in Medical Assisting will be eligible to apply to write the national qualifying examination for certification as a certified medical assistant (CMA).

Orientations are held at the beginning and end of each semester. Please call the John Adams Administration Office at 415-561-1900 for specific dates and times. Bring your placement test results to the orientation.

Questions regarding dates of enrollment should be directed to the Admissions and Records Office located at the Ocean Campus E107 or telephone 415-239-3285. An application for admission form (Credit Division) may be obtained in person at the DeAvila Administration Office, Room 105, or online at the CCSF website: www.ccsf.edu.

If you have any questions, please feel free to contact the Medical Assisting Program. Emails are usually answered more quickly than voice mails. Linda Fiore may be contacted at lfiore@ccsf.edu or 415-561-1827. Dory Rincon may be reached at drincon@ccsf.edu or 415-561-1821. Again, thank you for your interest in our program.

Sincerely,

A handwritten signature in cursive script that reads "Linda J. Fiore".

Linda Fiore, Program Advisor

A handwritten signature in cursive script that reads "Dory P. Rincon".

Dory Rincon, Program Advisor

The following information was obtained at the website of the American Association of Medical Assistants (AAMA). For more information, go directly to their website at www.aama-ntl.org.

IS MEDICAL ASSISTING FOR YOU?

Are you looking for a meaningful job?

Do you like helping others?

Do you have an interest in health and medicine?

Are you a "people person"?

Are you good at multitasking - switching tasks throughout the workday?

Do you like variety in your job?

Would you like to enter a career in an expanding field?

If you answered "yes" to five or more of these questions, then medical assisting might be the right career choice for you.

Certified Medical Assistants (CMAs) enjoy an exciting, challenging career that is essential to patient care in medical offices and clinics.

Medical assistants are in demand!

Medical assisting is one of the nation's fastest growing careers through 2012, according to the United States Bureau of Labor Statistics. This can be attributed to a predicted surge in the number of physicians' offices and outpatient care facilities. Technological advancements and the growing number of elderly Americans who need medical treatment are also factors for the increased demand for medical assistants.

So...what do Certified Medical Assistants actually do?

Certified Medical Assistants (CMAs) have a great amount of variety in their jobs and are cross-trained to perform many administrative and clinical duties. Of course, duties vary from office to office depending on location, size and specialty.

Administrative duties may include...

- Using computer applications
- Answering telephones
- Greeting patients
- Updating and filing patient medical records
- Coding and filling out insurance forms
- Scheduling appointments
- Arranging for hospital admissions and laboratory services
- Handling correspondence, billing and bookkeeping

Clinical duties vary by state and include...

- Taking medical histories
- Explaining treatment procedures to patients
- Preparing patients for examination
- Assisting the physician during the exam
- Collecting and preparing laboratory specimens
- Performing basic laboratory tests
- Instructing patients about medication and special diets
- Preparing and administering medications as directed by a physician
- Authorizing prescription refills as directed
- Drawing blood
- Taking electrocardiograms
- Removing sutures and changing dressings

CMAs are caring...

Certified Medical Assistants give health care a human touch, helping patients to feel at ease in the doctor's office and to understand physicians' instructions. If you have good communications skills and are often appreciated for your caring manner, then you might be well suited for a career in medical assisting.

PROGRAM OVERVIEW

The Medical Assisting Program (MA) provides instruction and clinical experience to assist students in developing the theoretical and technical skills consistent with the medical, administrative, ethical, legal, accreditation, and regulatory requirements of the ambulatory healthcare delivery system.

The college and faculty are committed to providing a supportive learning environment for students. Faculty are MA professionals dedicated to the highest standards of professional excellence.

Students in the MA program may enroll and take courses on a part-time or full-time basis. The number of semesters needed to complete the programs will vary.

CURRICULUM

The Health Care Technology Department offers both a degree program leading to the Award of Achievement and Certificate of Completion programs. Students may transfer general education units from other accredited colleges and universities and may petition for credit by examination for some of the courses.

All students are required to satisfy prerequisites before being admitted to certain courses. For the Medical Biller and Medical Receptionist certificate programs students must successfully complete ENGL 90 or ESL 150 or place into ENGL 92 or ESL 160. For the Medical Office Assisting and Medical Evaluation Assistant certificate programs, students must successfully complete ESL 160 or 82 or ENGL 92 or place in ESL 170 or ENGL 93 or 94. For the Award of Achievement and degree in Medical Office Assisting or Medical Administrative Assisting, students must meet CCSF's English level requirement. Students also need to type 40 NWPM for a five-minute period with a 10 percent error rate or less. Some classes may be taken as you are meeting the above prerequisites. Specific questions may be answered at orientations or by contacting a program advisor.

CERTIFICATE OF COMPLETION IN MEDICAL BILLER

SPRING SEMESTER (19.5+ units)

ANAT 14	INTRODUCTION TO HUMAN ANATOMY AND PHYSIOLOGY	4
HCT 66	MEDICAL TYPING/TRANSCRIPTION (fall/spring)	4
HIT 50A	MEDICAL TERMINOLOGY I (fall/spring)	3
HIT 76	BASIC CPT (fall/spring)	2
MED 70	BOOKKEEPING/INSURANCE PROCEDURES (spring only)	3
MED 71	COMPUTERS FOR THE MEDICAL OFFICE (spring only)	1.5
BUSINESS G, H, J. OR MATH E		2-3

FALL SEMESTER (15 units)

HIT 50B	MEDICAL TERMINOLOGY II (fall/spring)	2
HIT 57	DISEASE PROCESS (fall/spring)	3
HIT 73A	BASIC ICD-9-CM CODING (fall/spring)	2
MED 72	ADVANCED INSURANCE BILLING (fall only)	3
MED 73	ADVANCED MEDICAL MANAGER (fall only)	2
ENGL 90	BASIC COMPOSITION AND READING I or	
ESL 82	ADVANCED COMPOSITION	3

AWARD OF ACHIEVEMENT IN MEDICAL OFFICE ASSISTING

Students must be eligible for ENGL 92 or ESL 82 and must be able to type 40 NWPM for a five-minute period with a 10 percent error rate or less.

ANAT 14	INTRODUCTION TO HUMAN ANATOMY AND PHYSIOLOGY	4
PSYC 26	PSYCHOLOGICAL PROCESSES AND HUMAN RELATIONS	3

FALL SEMESTER (18+ units)

HCT 61	INTRODUCTION TO HEALTH CARE (fall/spring)	3
HCT 66	MEDICAL TYPING/TRANSCRIPTION (fall/spring)	4
HIT 50A	MEDICAL TERMINOLOGY I (fall/spring)	3
HIT 57	DISEASE PROCESS (fall/spring)	3
HIT 73A	BASIC ICD-9-CM CODING (fall/spring)	2
MED 56	ADMINISTRATIVE PROCEDURES (fall only)	3

Additional graduation requirements

SPRING SEMESTER (18+ units)

ERT 104	PHLEBOTOMY TECHNICIAN (fall/spring)	3.5
HIT 50B	MEDICAL TERMINOLOGY II (fall/spring)	2
HIT 55A	MEDICAL TRANSCRIPTION I (fall/spring)	2
HIT 76	BASIC CPT (fall/spring)	2
MED 49	CLINICAL PROCEDURES (spring only)	4
MED 70	BOOKKEEPING/INSURANCE PROCEDURES (spring only)	3
MED 71	COMPUTERS FOR THE MEDICAL OFFICE (spring only)	1.5

Additional graduation requirements

SUMMER SEMESTER (5 units)

MED 82	INTERNSHIP/CERTIFICATION (summer only)	5
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FALL SEMESTER (7+ units)

HIT 55B	MEDICAL TRANSCRIPTION II (fall/spring)	3
HIT 75	ORGANIZATION AND SUPERVISION (fall only)	2
MED 73	ADVANCED MEDICAL MANAGER (fall only)	2

Additional graduation requirements

General Education Requirements Areas A-H, see CCSF current Catalog for course listings and descriptions.

AWARD OF ACHIEVEMENT IN MEDICAL ADMINISTRATIVE ASSISTING

Students must be eligible for ENGL 92 or ESL 82 and must be able to type 40 NWPM for a five-minute period with a 10 percent error rate or less.

ANAT 14	INTRODUCTION TO HUMAN ANATOMY AND PHYSIOLOGY	4
PSYC 26	PSYCHOLOGICAL PROCESSES AND HUMAN RELATIONS	3

FALL SEMESTER (15+ units)

HCT 61	INTRODUCTION TO HEALTH CARE (fall/spring)	3
HCT 66	MEDICAL TYPING/TRANSCRIPTION (fall/spring)	4
HIT 50A	MEDICAL TERMINOLOGY I (fall/spring)	3
HIT 57	DISEASE PROCESS (fall/spring)	3
HIT 73A	BASIC ICD-9-CM CODING (fall/spring)	2
MED 56	ADMINISTRATIVE PROCEDURES (fall only)	3

Additional graduation requirements

SPRING SEMESTER (10.5+ units)

HIT 50B	MEDICAL TERMINOLOGY II (fall/spring)	2
HIT 55A	MEDICAL TRANSCRIPTION I (fall/spring)	2
HIT 76	BASIC CPT (fall/spring)	2
MED 70	BOOKKEEPING/INSURANCE PROCEDURES (spring only)	3
MED 71	COMPUTERS FOR THE MEDICAL OFFICE (spring only)	1.5

Additional graduation requirements

SUMMER SEMESTER (5 units)

MED 83	ADMINISTRATIVE INTERNSHIP (summer only)	5
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FALL SEMESTER (10+ units)

HIT 55B	MEDICAL TRANSCRIPTION II (fall/spring)	3
HIT 75	ORGANIZATION AND SUPERVISION (fall only)	2
MED 72	ADVANCED INSURANCE BILLING (fall only)	3
MED 73	ADVANCED MEDICAL MANAGER (fall only)	2

Additional graduation requirements

General Education Requirements Areas A-H, see CCSF current Catalog for course listings and descriptions.

CERTIFICATE OF COMPLETION IN MEDICAL OFFICE ASSISTING

Students must be eligible for ENGL 92 or ESL 82 and must be able to type 40 NWPM for a five-minute period with a 10 percent error rate or less.

PSYC 26	PSYCHOLOGICAL PROCESSES AND HUMAN RELATIONS	3
ANAT 14	INTRODUCTION TO HUMAN ANATOMY AND PHYSIOLOGY	4
OR		
ANAT 25	GENERAL HUMAN ANATOMY	4
AND PHYS 1 INTRODUCTORY HUMAN PHYSIOLOGY		5
OR PHYS 12 INTRODUCTION TO HUMAN PHYSIOLOGY		4

FALL SEMESTER (18 units)

HCT 61	INTRODUCTION TO HEALTH CARE (fall/spring)	3
HCT 66	MEDICAL TYPING/TRANSCRIPTION (fall/spring)	4
MED 56	ADMINISTRATIVE PROCEDURES (fall only)	3
HIT 50A	MEDICAL TERMINOLOGY I (fall/spring)	3
HIT 57	DISEASE PROCESS (fall/spring)	3
HIT 73A	BASIC ICD-9-CM CODING (fall/spring)	2

SPRING SEMESTER (18 units)

MED 49	CLINICAL PROCEDURES (spring only)	4
ERT 104	PHLEBOTOMY TECHNICIAN (fall/spring)	3.5
MED 70	BOOKKEEPING/INSURANCE PROCEDURES (spring only)	3
MED 71	COMPUTERS FOR THE MEDICAL OFFICE (spring only)	1.5
HIT 50B	MEDICAL TERMINOLOGY II (fall/spring)	2
HIT 55A	MEDICAL TRANSCRIPTION I (fall/spring)	2
HIT 76	BASIC CPT (fall/spring)	2

SUMMER SEMESTER (5 units)

MED 82	INTERNSHIP/CERTIFICATION (summer only)	5
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CERTIFICATE OF COMPLETION IN MEDICAL RECEPTIONIST

FALL SEMESTER (13 units)

ANAT 14	INTRODUCTION TO HUMAN ANATOMY AND PHYSIOLOGY	4
HCT 61	INTRODUCTION TO HEALTH CARE (fall/spring)	3
HIT 50A	MEDICAL TERMINOLOGY I (fall/spring)	3
MED 56	ADMINISTRATIVE PROCEDURES (fall only)	3

SPRING SEMESTER (11.5 units)

HCT 66	MEDICAL TYPING/TRANSCRIPTION (fall/spring)	4
HIT 50B	MEDICAL TERMINOLOGY II (fall/spring)	2
MED 70	BOOKKEEPING/INSURANCE PROCEDURES (spring only)	3
MED 71	COMPUTERS FOR THE MEDICAL OFFICE (spring only)	1.5
HLTH 12	HEALTH PROVIDER BLS-C/FIRST AID	1

SUMMER (3 units)

MED 85A	MEDICAL RECEPTIONIST EXTERNSHIP (summer only)	3
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CERTIFICATE OF COMPLETION IN MEDICAL EVALUATION ASSISTANT

FIRST SEMESTER (17 units)

ANAT 14	INTRODUCTION TO HUMAN ANATOMY AND PHYSIOLOGY	4
HCT 61	INTRODUCTION TO HEALTH CARE (fall/spring)	3
HCT 66	MEDICAL TYPING/TRANSCRIPTION (fall/spring)	4
HIT 50A	MEDICAL TERMINOLOGY I (fall/spring)	3
HLTH 66	HEALTH EDUCATION AND CHRONIC DISEASE	3

SECOND SEMESTER (14 units)

HIT 57	DISEASE PROCESS (fall/spring)	3
MED 49	CLINICAL PROCEDURES (fall/spring)	4
ERT 104	PHLEBOTOMY TECHNICIAN (fall/spring)	3.5
HIT 50B	MEDICAL TERMINOLOGY II (fall/spring)	2
MED 71	COMPUTERS FOR THE MEDICAL OFFICE (spring only)	1.5

THIRD SEMESTER (5 units)

MED 82	INTERNSHIP/CERTIFICATION (summer only)	3
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ERT 104 PHLEBOTOMY TECHNICIAN 3.5 UNITS
(2 LECTURE HOURS, 4 CONFERENCE HOURS)
PREREQ.: ESL 160 or 82 or ENGL 92 or placement in ENGL 93 or 94 or ESL 170
ADVISE: EMT 100 or 101

Introduction to phlebotomy, venipuncture for the purpose of drawing blood. Emphasis on phlebotomy techniques and equipment, medical/legal considerations, safety and infection control, and the phlebotomist as a member of the health care team. CSU

HCT 61 INTRODUCTION TO HEALTH CARE 3 UNITS
PREREQ.: Eligible for ENGL 92/ESL 82
(2 HOURS LECTURE/3 HOURS LABORATORY)

Overview of the evolution of health care systems. Historical development and organization of health information management and other professional associations involved in health care. Emphasis on filing and numbering systems, data access, and record content.

HCT 66 MEDICAL TYPING/TRANSCRIPTION 4 UNITS
(2 LECTURE HOURS, 6 LAB HOURS)
PREREQ.: Typing speed of 40 NWPM

Using both Microsoft Word 97 and Corel WordPerfect Suite 7 word processing programs, students will prepare systems-based and specialties-based medical correspondence and reports. The medicolegal requirements are integrated into the preparation and correction of case histories, discharge summaries, consultation reports, autopsy reports, operative reports, etc. Students will demonstrate the ability to recognize and select appropriate medical terminology and abbreviations as they relate to specific systems and specialties.

HIT 50A MEDICAL TERMINOLOGY I 3 UNITS
(3 LECTURE HOURS)

Introduction to designated medical terminology with emphasis on the anatomy, procedures, diseases, and anomalies of the endocrine, male and female reproductive, gastrointestinal, and integumentary systems. Special focus on spelling, pronunciation, and definition of medical terms by their roots, prefixes, and suffixes.

HIT 50B MEDICAL TERMINOLOGY II 2 UNITS
(2 LECTURE HOURS)
PREREQ.: HIT 50A

Study of terms found in case histories, discharge summaries, radiology, pathology, and autopsy reports; emphasis on cardiovascular, musculoskeletal, genitourinary, nervous, and respiratory systems; use of appropriate medical abbreviations and resource materials.

