The Medical Administrative Assisting Program trains students to perform administrative procedures for employment as a medical receptionist, medical biller, admitting clerk, ward clerk, or office manager in an outpatient clinic, medical office, or health center. The program concentrates on anatomy and physiology, medical terminology and disease processes, computer applications to include word processing, spreadsheets, and databases, written correspondence, appointment scheduling and telephone etiquette, communication and professionalism, diagnostic and procedure coding, insurance and bookkeeping activities, electronic health records applications, and office management procedures.

**PREREQUISITES:**
Successful completion of English 86 or 88A or higher placement **OR** successful completion of ESL 150 or placement into ESL 160.

**Recommended:** Placement into Math 40 or higher or successful completion of Math E or Bus G, H, J.

**PROGRAM REQUIREMENTS:**
1. 18 years of age minimum
2. **Upon Acceptance:**
   1. physical exam, negative TB test of chest x-ray, and proof of immunization
   2. Name tag for work experience
   3. Valid CPR card

**Degree:**
The Medical Administrative Assistant Program offers an Associate Degree only.

For an informational packet, please call (415) 561-1900 or visit our web site at [www.ccsf.edu](http://www.ccsf.edu). For questions regarding the Medical Administrative Assisting, please contact Dory Rincon at (415) 561-1821 or email drincon@ccsf.edu

**TUITION:** (subject to change without prior notice) **Free City Program** [https://www.ccsf.edu/freecity](https://www.ccsf.edu/freecity)
- $46 per semester unit for California residents
- **$234** per unit for non-residents +$7 per unit for capital outlay fee + $46 per unit for enrollment fee
- $17 per for Student Health Benefit Fee for All students
- Additional material fee for selected classes

**FINANCIAL AID:**
To receive information about financial aid, call the financial aid counselor at Phelan Campus (415) 452-5207 and request an appointment or contact the financial aid counselor, Winnie Yiu at John Adams Center, 1860 Hayes Street, Room 142, (415) 267-6565.

It is the policy of the CCSF to provide all persons with equal employment and educational opportunities regardless of race, color, religion, sex, national origin, sexual orientation, marital status, age or handicap.

APPLICATION AND ENROLLMENT PROCEDURES ON REVERSE SIDE
ENROLLMENT PROCEDURES

Enrollment procedures for students applying to the Medical Administrative Assistant Program consist of the following steps:

1. CCSF CREDIT APPLICATION
2. CCSF CREDIT PLACEMENT TEST
3. ORIENTATION AND COUNSELING
4. REGISTRATION

CCSF ADMISSION APPLICATION

All students who are new to City College of San Francisco must complete and file an application with the Office of Admissions and Records in person or by mail to: City College of San Francisco, 50 Phelan Ave., Room E107, San Francisco, CA 94112, or can be done also online: https://www.ccsf.edu

CREDIT PLACEMENT TEST(S)

All students who are new to City College of San Francisco must take a placement test in English/Math or ESL/Math. You must present a photo I.D. (driver’s license, passport, etc.) at the time you take the test.

Please arrive 10 minutes before the schedule in order to be seated. Seating is limited to 30.

<table>
<thead>
<tr>
<th>John Adams Center, 1860 Hayes Street @ Masonic, ROOM 100</th>
</tr>
</thead>
<tbody>
<tr>
<td>Native English / Math / Algebra</td>
</tr>
<tr>
<td>Wednesday, October 11, 2017 3:30 p.m.</td>
</tr>
<tr>
<td>Thursday, October 19, 2017 8:30 a.m.</td>
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</tbody>
</table>

You may print out your test results online at https://www.ccsf.edu/w4 or clicking under “Student Services” tab, go to “Student Records” after your CCSF admissions application has been processed. You are encouraged to attend a CCSF orientation to have your results and class registration explained. Feel free to call 415-561-1835 to speak with a Counselor at John Adams Center. Testing Office at Ocean Campus 415-239-3128.

Exemptions to the City College Placement Test(s) are as follows:

1. Interested in a class without math and/or English prerequisites. Check “Exemption from Matriculation” box in credit application)
2.Already have an associate degree or higher from a U.S. accredited school.
3. Completed a college-level math and/or English 1A equivalent course.

To apply for this waiver, take a copy of your transcript to the Ocean Campus (50 Phelan Ave.), Admissions and Records, Conlan Hall, Room 107 OR provide a copy of your unofficial transcript to the John Adams Center, Student Services, Room 143 or Ocean Campus, Matriculation Office, Conlan Hall, Room 204.

For future credit placement testing dates (English, English as Second Language, and Math) go to www.ccsf.edu and type in the Search Box “Take a Placement Test”. Future testing dates, times, and locations will be listed a month at a time.

ORIENTATION AND COUNSELING

All applicants must attend an orientation. You must bring ONE of the following documents with you:

1. Copy of your CCSF Placement Test results or test waiver
2. Copy of your CCSF transcript
3. Copy of your college transcript or diploma indicating an award of an Associate of Arts or Associate of Science degree or higher

Orientation is held at the John Adams Center, 1860 Hayes Street on the following date:

<table>
<thead>
<tr>
<th>Orientation Date</th>
<th>Time &amp; Room</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Thursday, December 7, 2017</td>
<td>4:00 p.m., 3rd Floor, Room 303</td>
<td>To be followed by general counseling</td>
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</table>

Orientation lasts approximately 2 hours and 30 minutes. Due to limited space, we cannot allow visitors or children.

MAA: 8/7/2017, DR/pk