MEDICAL ADMINISTRATIVE ASSISTING

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 database, written correspondence, appointment scheduling, and telephone technique, communication and professionalism, diagnostic and procedure coding, insurance and bookkeeping activities, electronic health records applications, and office management skills.

PROGRAM REQUIREMENTS:

PREREQ: ENGL 91 or ENGL 86 or ESL 150 or placement in ENGL 95 or ENGL 88 or ESL 160.
Recommended: successful completion of MATH 30 or MATH E or BUS G, H, J or placement into MATH 40 or higher

ADMISSION REQUIREMENTS:

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

DEGREE:

The Medical Administrative Assistant Program offers an Associate Degree only.

ORIENTATION AND COUNSELING

All applicants should attend an orientation.
Orientation is held at the John Adams Center, 1860 Hayes Street on the following dates:

<table>
<thead>
<tr>
<th>Orientation Dates</th>
<th>Time &amp; Room</th>
<th>To be followed by general counseling</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thursday, May 3, 2018</td>
<td>4:00 p.m., 3rd Floor, Room 303</td>
<td></td>
</tr>
<tr>
<td>Wednesday, August 15, 2018</td>
<td>3:00 p.m., 3rd Floor, Room 303</td>
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<tr>
<td>Thursday, November 1, 2018</td>
<td>4:00 p.m., 3rd Floor, Room 303</td>
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<tr>
<td>Thursday, December 6, 2018</td>
<td>4:00 p.m., 3rd Floor, Room 303</td>
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</tbody>
</table>

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

FOR PROGRAM INFO:
For questions regarding the Medical Administrative Assisting Degree Program, please contact Dory Rincon at (415) 561-1821 or drincon@ccsf.edu. For an informational packet, please call (415) 561-1900 or visit our website at www.ccsf.edu and click on the following: Our Locations, John Adams, Health Care Tech Programs.

6/11/2018, pk
ENROLLMENT PROCEDURES

Students who are new to City College of San Francisco must also submit a separate application to the college.

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

COSTS: (subject to change without prior notice)
$46 per semester unit for California resident
$234 per semester for nonresidents + $7 per unit for capital outlay fee + $46 per unit for enrollment fee
$20 for Student Health Benefit fee for ALL students
* Addition costs (if applicable) for books, certification, equipment, materials and/or uniforms, etc.

FREE CITY Program for eligible San Francisco residents  https://www.ccsf.edu/freecity

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

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.

| John Adams Center, 1860 Hayes Street @ Masonic, ROOM 100 |
| Native English / Math / Algebra | English as Second Language (ESL) / Math / Algebra |
| Thursday, October 11, 2018 1:00 p.m. | Wednesday, October 10, 2018 8:30 a.m. |
| Thursday, October 18, 2018 8:30 a.m. | Wednesday, October 17, 2018 1:00 p.m. |

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.

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.

Testing Office at Ocean Campus 415-239-3128.

It is the policy of the City College of San Francisco to provide all persons with equal employment and educational opportunities regardless of race, color, ancestry, national origin, ethnic group identification, religion, age, gender, marital status, domestic partner status, sexual orientation, disability or AIDS/HIV status, medical conditions, gender identity, or status as a Vietnam-Era veteran. These categories specifically include status as a lesbian, gay, bisexual, transgender, or questioning person in any District program or activity.