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 certificate of achievement 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 Certificate Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), 25400 US Highway 19 N, Suite 158, Clearwater, Florida 33763, 727-210-2350 (www.caahep.org) upon recommendation of the Medical Assisting Education Review Board (MAERB). Students who complete the Certificate of Achievement 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 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 if you have questions regarding enrollment eligibility.

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 John Adams Administration Office, Room 115, or online at the CCSF website: www.ccsf.edu.

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

Sincerely,

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. According to the United States Bureau of Labor Statistics, employment of medical assistants is projected to grow 29 percent from 2012 to 2022. 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...

- Computer applications
- Answering telephones
- Greeting patients
- Updating and managing patient medical records including the electronic medical record (EHR)
- Procedure and diagnostic coding
- Completing insurance forms
- Scheduling appointments
- Arranging for hospital and laboratory services
- Handling correspondence, billing and bookkeeping
Clinical duties vary by state and include...

- Taking and recording patient vital signs
- 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 Associate of Science and Certificate of Achievement 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 95 or ESL 150 or place into ENGL 93 or ESL 160. For the Medical Office Assisting and Medical Evaluation Assistant certificate programs, students must successfully complete ESL 160 or ENGL 95 or place in ESL 170 or ENGL 93. For the Associate of Science degree in Medical Office Assisting or Medical Administrative Assisting, students must meet CCSF’s English and Math level requirements. 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 ACHIEVEMENT IN MEDICAL BILLER**

Upon completion of this program students will be able to:

- Assign CPT codes to services and procedures,
- Assign ICD codes to diagnoses.
- Perform insurance billing procedures necessary for entry-level employment in an ambulatory health care setting.
- Apply and sit for the Certified Professional Coder (CPC) examination

**SPRING SEMESTER (18+ units)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANAT 14</td>
<td>INTRODUCTION TO HUMAN ANATOMY AND PHYSIOLOGY</td>
<td>4</td>
</tr>
<tr>
<td>HCT 67</td>
<td>COMPUTER APPLICATIONS IN HEALTH CARE (fall/spring)</td>
<td>2</td>
</tr>
<tr>
<td>HIT 50A</td>
<td>MEDICAL TERMINOLOGY I (fall/spring)</td>
<td>3</td>
</tr>
<tr>
<td>HIT 76</td>
<td>CPT CODING (fall/spring)</td>
<td>3</td>
</tr>
<tr>
<td>MED 70</td>
<td>MEDICAL INSURANCE BILLING (spring only)</td>
<td>2</td>
</tr>
<tr>
<td>MED 71</td>
<td>ELECT. MGT. OF FIN. MED. RECORDS (spring only)</td>
<td>2</td>
</tr>
<tr>
<td>BUSINESS G, H, J. OR MATH E1, E3 or 30</td>
<td>2-3</td>
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</tbody>
</table>

**FALL SEMESTER (19 units)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>HIT 50B</td>
<td>MEDICAL TERMINOLOGY II (fall/spring)</td>
<td>2</td>
</tr>
<tr>
<td>HIT 57</td>
<td>DISEASE PROCESS (fall/spring)</td>
<td>3</td>
</tr>
<tr>
<td>HIT 73A</td>
<td>BASIC ICD CODING (fall/spring)</td>
<td>2</td>
</tr>
<tr>
<td>MED 55</td>
<td>THE ELECTRONIC HEALTH RECORD</td>
<td>4</td>
</tr>
<tr>
<td>MED 72</td>
<td>ADVANCED MEDICAL INSURANCE BILLING (fall only)</td>
<td>2</td>
</tr>
<tr>
<td>MED 73</td>
<td>ADVANCED MEDICAL MANAGER (fall only)</td>
<td>1.5</td>
</tr>
<tr>
<td>ENGL 95</td>
<td>BASIC COMPOSITION AND READING I  OR</td>
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<tr>
<td>ESL 160</td>
<td>ADVANCED COMPOSITION</td>
<td>3</td>
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</tbody>
</table>
ASSOCIATE OF SCIENCE IN MEDICAL OFFICE ASSISTING
Students must be eligible for ENGL 95 or ESL 160 and Math 40. Upon completion of the program student will be able to:

- Effectively perform clinical procedures, laboratory tests, phlebotomy, and diagnostic studies.
- Use computer applications to create documents and perform medical record and billing activities.
- Practice infection control and adhere to OSHA regulations.
- Receive, communicate with, and support patients and staff.
- Collaborate in a culturally diverse health care environment and apply the principles of health care ethics and professional conduct with patients, staff, and the community.
- Apply for and pass the Certified Medical Assistant (CMA) examination or other approved medical assisting certification examination.
- Apply for and pass the Certified Phlebotomy Technician (CPT-1) examination.

ANAT 14 INTRODUCTION TO HUMAN ANATOMY AND PHYSIOLOGY 4
PSYC 1 GENERAL PSYCHOLOGY 3

FALL SEMESTER (18+ units)
HCT 61 INTRODUCTION TO HEALTH CARE (fall/spring) 3
HCT 67 COMPUTER APPLICATIONS IN HEALTH CARE (fall/spring) 2
HCT 104 PHLEBOTOMY TECHNICIAN (fall/spring) 6
HIT 50A MEDICAL TERMINOLOGY I (fall/spring) 3
MED 55 THE ELECTRONIC HEALTH RECORD (fall/spring) 4
MED 56 ADMINISTRATIVE PROCEDURES (fall only) 3.5

SPRING SEMESTER (18+ units)
HIT 50B MEDICAL TERMINOLOGY II (fall/spring) 2
HIT 57 DISEASE PROCESS (fall/spring) 3
HIT 76 CPT CODING (fall/spring) 3
MED 49 CLINICAL PROCEDURES (fall/spring) 5.5
MED 62 COMMUNICATION AND PROFESSIONALISM IN HEALTH CARE 2
MED 70 MEDICAL INSURANCE BILLING (spring only) 2
MED 71 ELECT. MGT. OF FIN. MED. RECORDS (spring only) 2

SUMMER SEMESTER (5 units)
HCT 82 PROFESSIONAL PRACTICE INTERNSHIP/CERTIFICATION 5

FALL SEMESTER (6+ units)
HIT 73A BASIC ICD CODING (fall/spring) 2
HIT 75 ORGANIZATION AND MANAGEMENT (fall only) 3
MED 73 ADVANCED MEDICAL MANAGER (fall only) 1.5

Additional graduation requirements

General Education Requirements Areas A-H, see CCSF current Catalog for course listings and descriptions.
ASSOCIATE OF SCIENCE IN MEDICAL ADMINISTRATIVE ASSISTING
Students must be eligible for ENGL 95 or ESL 160 and Math 40. Upon completion of this program students will be able to:

- Receive, communicate with, and support patients and staff.
- Apply the principles of medical coding and billing to insurance claims and other financial documents.
- Use computer applications to create documents and perform medical record and billing activities.
- Apply the principles of health care ethics and professional conduct with patients, staff, and the community.
- Apply for and pass the Certified Professional Coder (CPC) examination.

ANAT 14  INTRODUCTION TO HUMAN ANATOMY AND PHYSIOLOGY   4
PSYC 1   GENERAL PSYCHOLOGY   3

**FALL SEMESTER (15.5+ units)**
HCT 61  INTRODUCTION TO HEALTH CARE (fall/spring)   3
HCT 67  COMPUTER APPLICATIONS IN HEALTH CARE (fall/spring)   2
HIT 50A  MEDICAL TERMINOLOGY I (fall/spring)   3
MED 55  THE ELECTRONIC HEALTH RECORD (fall/spring)   4
MED 56  ADMINISTRATIVE PROCEDURES (fall only)   3.5
Additional graduation requirements

**SPRING SEMESTER (15.5+ units)**
HIT 50B  MEDICAL TERMINOLOGY II (fall/spring)   2
HIT 57  DISEASE PROCESS (fall/spring)   3
HIT 73A  BASIC ICD CODING (fall/spring)   2
HIT 76  CPT CODING (fall/spring)   3
MED 62  COMMUNICATION AND PROFESSIONALISM IN HEALTH CARE   2
MED 70  MEDICAL INSURANCE BILLING (spring only)   2
MED 71  ELECT. MGT. OF FIN. MED. RECORDS (spring only)   2
Additional graduation requirements

**SUMMER SEMESTER (5 units)**
HCT 82  PROFESSIONAL PRACTICE
INTERNERSHIP/CERTIFICATION (summer only)   5

**FALL SEMESTER (6.5+ units)**
HIT 75  ORGANIZATION AND MANAGEMENT (fall only)   3
MED 72  ADVANCED MEDICAL INSURANCE BILLING (fall only)   2
MED 73  ADVANCED MEDICAL MANAGER (fall only)   1.5
Additional graduation requirements

General Education Requirements Areas A-H, see CCSF current Catalog for course listings and descriptions.
CERTIFICATE OF ACHIEVEMENT IN MEDICAL OFFICE ASSISTING
Students must be eligible for ENGL 95 or ESL 160 and Math 40. Upon completion of this program students will be able to:

- Effectively perform clinical procedures, laboratory tests, and phlebotomy, and diagnostic studies.
- Use computer applications to create documents and perform medical record and billing activities.
- Practice infection control and adhere to OSHA regulations.
- Receive, communicate with, and support patients and staff.
- Collaborate in a culturally diverse health care environment and apply the principles of health care ethics and professional conduct with patients, staff, and the community.
- Apply for and pass the Certified Medical Assistant (CMA) examination or other approved medical assisting certification examination.
- Apply for and pass the Certified Phlebotomy Technician Examination (CPT-I).

PSYC 1  GENERAL PSYCHOLOGY  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 (21.5 units)
HCT 61  INTRODUCTION TO HEALTH CARE (fall/spring)  3
HCT 67  COMPUTER APPLICATIONS IN HEALTH CARE (fall/spring)  2
HCT 104  PHLEBOTOMY TECHNICIAN (fall/spring)  6
HIT 50A  MEDICAL TERMINOLOGY I (fall/spring)  3
MED 55  THE ELECTRONIC HEALTH RECORD (fall/spring)  4
MED 56  ADMINISTRATIVE PROCEDURES (fall only)  3.5

SPRING SEMESTER (21.5 units)
HIT 50B  MEDICAL TERMINOLOGY II (fall/spring)  2
HIT 57  DISEASE PROCESS (fall/spring)  3
HIT 73A  BASIC ICD CODING (fall/spring)  2
HIT 76  CPT CODING (fall/spring)  3
MED 49  CLINICAL PROCEDURES (fall/spring)  5.5
MED 62  COMMUNICATION AND PROFESSIONALISM IN HEALTH CARE  2
MED 70  MEDICAL INSURANCE BILLING (spring only)  2
MED 71  ELECT. MGT. OF FIN. MED. RECORDS (spring only)  2

SUMMER SEMESTER (5 units)
HCT 82  PROFESSIONAL PRACTICE
INTERNERSHIP/CERTIFICATION (summer only)  5
CERTIFICATE OF ACHIEVEMENT IN MEDICAL RECEPTIONIST
Students must be eligible for ENGL 95 or ESL 160 and Math 40. Upon completion of this program students will be able to:

- Receive, communicate with, and support patients and staff.
- Use computer applications to create documents and perform medical record and billing activities.
- Apply the principles of health care ethics and professional conduct with patients, staff, and the community.
- Apply the principles of procedural coding and billing to insurance claims and other financial documents.

FALL SEMESTER (15.5 units)
ANAT 14 INTRODUCTION TO HUMAN ANATOMY AND PHYSIOLOGY 4
HCT 61 INTRODUCTION TO HEALTH CARE (fall/spring) 3
HCT 67 COMPUTER APPLICATIONS IN HEALTH CARE (fall/spring) 2
HIT 50A MEDICAL TERMINOLOGY I (fall/spring) 3
MED 56 ADMINISTRATIVE PROCEDURES (fall only) 3.5

SPRING SEMESTER (14.5 units)
HIT 50B MEDICAL TERMINOLOGY II (fall/spring) 2
HIT 76 CPT CODING 3
MED 55 THE ELECTRONIC HEALTH RECORD (fall/spring) 4
MED 62 COMMUNICATION AND PROFESSIONALISM IN HEALTH CARE 2
MED 70 MEDICAL INSURANCE BILLING (spring only) 2
MED 71 ELECT. MGT. OF FIN. MED. RECORDS (spring only) 2

SUMMER (5 units)
HCT 82 PROFESSIONAL PRACTICE
INTERNERSHIP/CERTIFICATION (summer only) 5
CERTIFICATE OF ACHIEVEMENT IN MEDICAL EVALUATION ASSISTANT

Students must be eligible for ENGL 95 or ESL 160 and Math 40.

This certificate program is designed specifically for employment within the San Francisco Public Health Department including the neighborhood health clinics. Students have the option of completing additional courses for a Certificate of Achievement in Medical Office Assisting. Students receive training in anatomy and physiology, medical terminology, health care systems, medical typing and transcription, health education and disease processes, clinical procedures, phlebotomy, and computer applications. Students will complete an internship and must hold a valid CPR Health Provider card and a HIPAA Awareness Training certificate. Students may obtain the Certificate of Achievement for MEA by completing the following courses with a final grade of C (2.0 grade point average) or higher. Upon completion of this program students will be able to:

- Effectively perform clinical procedures, laboratory tests, phlebotomy, and diagnostic studies.
- Practice infection control and adhere to OSHA regulations.
- Receive, communicate with, and support patients and staff.
- Collaborate in a culturally diverse health care environment and apply the principles of health care ethics and professional conduct with patients, staff, and the community.
- Apply for the Certified Phlebotomy Technician examination (CPT-1).

FIRST SEMESTER (15 units)
ANAT 14 INTRODUCTION TO HUMAN ANATOMY AND PHYSIOLOGY 4
HCT 67 COMPUTER APPLICATIONS IN HEALTH CARE (fall/spring) 2
HIT 50A MEDICAL TERMINOLOGY I (fall/spring) 3
MED 55 THE ELECTRONIC HEALTH RECORD (fall/spring) 4
MED 62 COMMUNICATION AND PROFESSIONALISM IN HEALTH CARE 2

SECOND SEMESTER (17 units)
HCT 104 PHLEBOTOMY TECHNICIAN (fall/spring) 6
HIT 50B MEDICAL TERMINOLOGY II (fall/spring) 2
HIT 57 DISEASE PROCESS (fall/spring) 3
HLTH 66 HEALTH EDUCATION AND CHRONIC DISEASE 3
MED 49 CLINICAL PROCEDURES (fall/spring) 5.5
MED 71 ELECT. MGT. OF FIN. MED. RECORDS (spring only) 2

THIRD SEMESTER (5 units)
HCT 82 PROFESSIONAL PRACTICE INTERNSHIP/CERTIFICATION (summer only) 5
CATALOG DESCRIPTIONS

MED 49  CLINICAL PROCEDURES  5.5 UNITS
(3 LECTURE HOURS, 3 CONFERENCE HOURS)
PREREQ.:  ANAT 14 and HIT 50A
RECOM.:  Placement in MATH 40 or completion of BSMA G, BSMA H, BSMA J, or MATH E OR MATH 30

Instruction in clinical procedures to include aseptic techniques, medical instruments, charting, vital signs, patient history, sterilization and maintenance of equipment, preparation of patient, instruction in the collection of lab specimens, injections and electrocardiograms. Instruction in medical calculations and commonly prescribed drugs.

MED 55  THE ELECTRONIC HEALTH RECORD  4 UNITS
PREREQ.:  N/A

Structural components of the interactive electronic health record (EHR) and how it supports communication and continuity of care. Perspective on how the EHR impacts work and workflow. Practical hands-on experience utilizing an educational version of an EHR to manage patient visit information, such as examination/assessment notes and treatment plans.

MED 56  ADMINISTRATIVE PROCEDURES  3.5 UNITS
(3 HOURS LECTURE, 2 HOURS LAB)
PREREQ.:  N/A
COREQ.:  HCT 61

Instruction in medicolegal ethics, professional liability; verbal non-verbal, and written communication; telephone, reception, and appointment scheduling techniques; computer and information processing; office maintenance and management; employee handbook and policy and procedure manuals; and seeking employment.

MED 62  COMMUNICATION AND PROFESSIONALISM IN HEALTH CARE  2 UNITS
(2 HOURS LECTURE)
PREREQ.:  ENGL 95 OR ESL 160 OR PLACEMENT IN ENGL 93

Communication and professionalism play an increasingly important role in the success of health care professionals today. Effective communication will be explored from both personal and professional points of view. Critical thinking skills and setting goals will be emphasized. This course will also explore the roles of health care professionals as the patient coaches and advocates of today.
<table>
<thead>
<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>MED 70</td>
<td>MEDICAL INSURANCE BILLING</td>
<td>2 units</td>
<td>Instruction in medicolegal ethics; professional liability; verbal, nonverbal, and written communication; telephone, reception, and appointment scheduling techniques; computers and information processing; office maintenance and management; employee handbook and policy and procedure manuals; and seeking employment.</td>
</tr>
<tr>
<td>MED 71</td>
<td>ELECT. MGT OF FINANCIAL MED. RECORDS</td>
<td>2 units</td>
<td>Introduction to medical office computer billing; use of medical office software to establish new accounts; post charges, payments, and adjustments to accounts; print financial activity reports; print patient charge slips and statements; bill insurance carriers; and schedule appointments.</td>
</tr>
<tr>
<td>MED 72</td>
<td>ADVANCED MEDICAL INSURANCE BILLING</td>
<td>2 units</td>
<td>An advanced insurance billing course, which concentrates on private insurance, Medicare, and Medi-Cal claims. The course will focus on specialty billing to include cardiology, OB/GYN, surgery, orthopedic, and dermatology. Students will learn how to manage capitated accounts, obtain preauthorizations and referrals, complete secondary insurance billing, and handle claim appeals and disputes.</td>
</tr>
<tr>
<td>MED 73</td>
<td>ADVANCED MEDICAL MANAGER</td>
<td>1.5 units</td>
<td>An advanced Medical Manager software course, students will establish new patient accounts, post charges, payments, and adjustments to accounts using the existing database from MED 71. Students will learn to set up appointment templates, create and manage capitated accounts, and produce and analyze financial activity reports; edit the support files; and utilize the appointment recall system.</td>
</tr>
<tr>
<td>ANAT 14</td>
<td>INTRODUCTION TO HUMAN ANATOMY AND PHYSIOLOGY</td>
<td>4 units</td>
<td>An integrated course covering the fundamental principles of human anatomy and physiology.</td>
</tr>
</tbody>
</table>
### HCT 104  PHLEBOTOMY TECHNICIAN  
*6 UNITS*

**PREREQ.:** ESL 160 OR ENGL 95 or placement in ENGL 93 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 95 or ESL 150

*(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 67  COMPUTER APPLICATIONS IN HEALTH CARE  
*2 UNITS*

*(1 LECTURE HOURS, 3 LAB HOURS)*

An introduction to the various types of computer systems and their use in health care. Instruction will include word processing, spreadsheets, presentation materials, databases, the Internet, and the Health Information Exchange. Importance of data accuracy, consistency, completeness, letter and memo presentation, and data security are emphasized.

### HCT 82  PROFESSIONAL PRACTICE INTERNSHIP/CERTIFICATION  
*5 UNITS*

*(2 HOURS/WEEK CONFERENCE/CERTIFICATION REVIEW, 2 HOURS/WEEK LABORATORY, 12 HOURS/WEEK WORK EXPERIENCE)*

**PREREQ.:** MED 49, MED 56, MED 70, MED 71, HIT 50B, HCT 104

Students complete 196 hours of supervised experience in developing a professional relationship with patients, physicians, experienced medical assistants, and other health care professionals in physicians’ offices, outpatient clinics, health centers and other related health care facility. Emphasis on integrating professional attitude and skills in all areas of training. Individual study program to prepare for the American Association of Medical Assistants Certification Exam (CMA) and/or CCS-P or CPC coding examinations.
<table>
<thead>
<tr>
<th>Course Code</th>
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<th>Units</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIT 50A</td>
<td>MEDICAL TERMINOLOGY I</td>
<td>3</td>
<td>(3 LECTURE HOURS)</td>
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<tr>
<td></td>
<td><strong>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.</strong></td>
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<tr>
<td>HIT 50B</td>
<td>MEDICAL TERMINOLOGY II</td>
<td>2</td>
<td>(2 LECTURE HOURS)</td>
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<tr>
<td>PREREQ.:</td>
<td>HIT 50A</td>
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<td></td>
<td><strong>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.</strong></td>
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<tr>
<td>HIT 57</td>
<td>DISEASE PROCESS</td>
<td>3</td>
<td>(3 LECTURE HOURS)</td>
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<tr>
<td>PREREQ.:</td>
<td>ANAT 14 and HIT 50A</td>
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<td></td>
<td><strong>Introduction to the general principles of disease process with emphasis on etiologies, anatomical and physiological manifestations, diagnostic tests, and treatment. Introduction to pharmacology and psychiatry.</strong></td>
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<tr>
<td>HIT 73A</td>
<td>BASIC ICD CODING</td>
<td>2</td>
<td>(2 HOURS LECTURE; 1 HOUR LAB)</td>
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<tr>
<td>PREREQ.:</td>
<td>ANAT 14</td>
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<tr>
<td>COREQ.:</td>
<td>HIT 50B</td>
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<td></td>
<td><strong>Basic coding principles of International Classification of Diseases-9-Clinical Modification (ICD-9-CM) with emphasis on ambulatory, codes and introduction to inpatient records. Focus on ICD-9-CM format, code conventions, Uniform Hospital Discharge Data Set (UHDDS), document sources, coding guidelines for diagnosis operations, and procedures, official guidelines for coding and reporting as well as sequencing of codes. Use of computer software programs in coding.</strong></td>
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<tr>
<td>HIT 76</td>
<td>CPT CODING</td>
<td>3</td>
<td>(3 LECTURE HOURS)</td>
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<td><strong>Introduction to the Current Procedural Terminology (CPT) coding system used to describe services provided by physicians including evaluation and management services, surgical, radiology procedures, lab and pathology. Overview of the Health Care Financing Administration (HCFA) three-level system HCPCS (HCFA Common Procedure Coding System).</strong></td>
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*Revised 2/22/17*