



City College of San Francisco  
John Adams Center  
1860 Hayes Street  
San Francisco, CA 94117

415-561-1900

[www.ccsf.edu](http://www.ccsf.edu)



## 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 process, 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:

Strongly recommended for success in the program: ENGL 88 or ESL 186 or placement in ESL 188 or readiness for college-level English.

Recommended Prep: successful completion of Math 60 or placement in Math 70 or 80 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 (EMT 12 BLS Provider course)

### DEGREE:

The Medical Administrative Assistant Program offers an Associate Degree only.

### ORIENTATION AND COUNSELING

**All applicants** should attend an orientation. To be followed by general counseling. It lasts approximately 1 hrs. and 30 minutes.

*It is recommended to **JOIN A MEETING** before **ZOOM** orientation starts.*

**ZOOM Conference <https://cccconfer.zoom.us/join>**

**August 12, 2020 Wed. 3:00 PM Meeting ID to be announced**

### FOR PROGRAM INFO:

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

HCT: 6-19-2020, DR/pk

**HEALTH CARE TECHNOLOGY (HCT) OFFICE 415-561-1813**

**ADDITIONAL INFORMATION ON REVERSE SIDE**

**\*\*\* To receive an earlier registration date \*\*\***  
**complete assessment, attend an orientation, and see a counselor to get an education plan**

**Ocean Campus, (50 Frida Kahlo Way), Credit Admission, Multi-Use Building MUB 188, 415-452-5101**  
**John Adams Center, Student Services Office, Room 143, 415-561-1835**

### **COLLEGE ADMISSION PROCEDURES**

All **NEW** and **RE-ADMIT** students (those who have been away from CCSF for one academic year or more previous to the coming semester) need to submit an admission application. **5 Easy Steps to becoming a CCSF Student:**

1. Apply for Admission (Ocean Campus, **Registration Center**, MUB 130B, **415-239-3858**)
2. Complete the Assessment (Ocean Campus, **Assessment Office**, Conlan Hall Rm. 204, 415-239-3124)
3. Attend a New Student Orientation; special orientations are required for Nursing and Allied Health programs
4. Meet with a Counselor (John Adams Center, **Counseling Office**, Room 142, **415-561-1925**)
5. Register for Classes

**ASSESSMENT AND PLACEMENT** (Ocean Campus, **Matriculation Office**, Conlan Hall Room 203, **415-239-3751**)

**CCSF no longer offer the Native English and Math Placement Tests. For more information about the different options to be placed into English and Math Courses, please visit [www.ccsf.edu/ab705](http://www.ccsf.edu/ab705).**

#### **College and/or Test Data**

Students who have completed previous college-level English and/or math coursework or have taken certain tests (Advanced Placement, SAT, ACT, etc...) should follow the College and/or Test Data process to receive their placements. Please meet with an academic counselor to develop your education plan in preparation for the new semester!

#### **Get Your Math & English Placement Information**

View your English and Math course placement based on the new English and Math course placement models per AB 705 by logging into Web4. You can review your course placement, Web Registration Appointment and other related information. Students who feel they need additional language acquisition support may want to take the Credit ESL Placement Test or talk to an academic counselor about the ESL sequence.

#### **Testing General Info**

Placement tests are one way of measuring the students' ESL skills. Placement test results are used for course placement purposes only. They are not used to prevent any student from attending CCSF. Counselors will use these results along with other information to help students decide on a program of courses.

**TUITION AND FEES** (Ocean Campus, Multi-Use Building MUB 130A, **415-239-3522**)

**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 fee for ALL students; Summer Semester \$16. (Mandatory)

\* 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>

Financial Aid Office is relocated at Ocean Campus, **Multi-Use Building MUB 270**, 415-239-3577

### **CCSF GAINFUL EMPLOYMENT DISCLOSURE**

Use the following link to get information about Gainful Employment Disclosure Data:

<http://www.ccsf.edu/GainfulEmployment>

For more information about graduation rates, loan repayment rates, and post-enrollment earnings about this institution and other postsecondary institutions please click here: <https://collegescorecard.ed.gov/>

*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.*