

MEDICAL ASSISTING PROGRAM
1860 HAYES STREET. SAN FRANCISCO, CA 94117
415-561-1900/FAX 415-561-1999



Dear Prospective Student:

Thank you for your interest in the City College of San Francisco Medical Assisting (MA) Program options. 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 Clinic Assisting, Medical Evaluation Assistant and Medical Receptionist. 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), 9355 113th Street, N, Suite 7709, Seminole, Florida, 33775, 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 for the national qualifying examination for certification as a certified medical assistant (CMA, AAMA).

Orientations are held every semester for new students. Please call the John Adams Administration Office at 415-561-1900 for specific dates and times or visit our webpage at <https://www.ccsf.edu/degrees-certificates/medical-assisting>.

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 Student Services Office, Room 142, or online at the CCSF website: **<https://www.ccsf.edu/apply-ccsf/new-credit-student>**.

If you have any questions, please feel free to contact the Medical Assisting Program Advisor, Dory Rincon, at **drincon@ccsf.edu**. Again, thank you for your interest in our program.

Sincerely,

Dory P. Rincon

Dory Rincon, Program Coordinator

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 2020, 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.

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

CMA's 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 and health care 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.

Medical Assisting Associate of Science (AS) - Active

Department: Health Care Technology

ACC: Health and Safety

Approval: May 2021

Effective Semester: Fall 2021

Students who complete their training satisfactorily are prepared to hold positions as a medical assistant, medical receptionist, or office manager in the physician's office, hospital outpatient clinic, medical clinics, and health centers. The Medical Assisting Certificate Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), 9355-113th St. N., #7709 Seminole, FL 33775, (727) 210-2350, www.caahep.org, on recommendation of the Medical Assisting Education Review Board (MAERB). Graduates who complete the Associate of Science in Medical Office Assisting also receive the Certificate of Achievement and are eligible to take the Certified Medical Assistant examination given by the American Association of Medical Assistants (AAMA). Students must hold a valid AHA Healthcare Provider CPR and First Aid card to complete the Internship.

Learning Outcomes

Upon completion of this program, students will be able to:

- 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 and HIPAA 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.
- Compare the various certification exams for medical assistants.
- Describe the procedure for applying for the phlebotomy certifying exam and license.

Note that the program description below outlines only how students fulfill the major requirement for an associate degree. The CCSF associate degree has several other components, including general education requirements. Please meet with a counselor and read the Associate Degree Requirements chapter of the CCSF Catalog for complete information. Generally, minimum time for completion of an AA or AS degree is four semesters, depending on student preparation and the number of units completed per semester.

Courses Required for the Associate of Science (AS) in Medical Assisting

Course	Units
Choose one of the following Anatomy and Physiology options:	
OPTION 1:	
BIO 106 - Introduction to Human Anatomy and Physiology	4.00
OPTION 2:	
BIO 108 - General Human Anatomy	4.00

AND choose one of the following Physiology options:	
BIO 111 - Human Physiology	5.00
BIO 112 - Introduction to Human Physiology	4.00
Total:	4.00 - 9.00
First Semester:	
HCT 61 - Introduction to Health Care	2.00
HIT 50A - Medical Terminology I	3.00
HCT 67 - Computer Applications in the Health Care Setting	2.00
EMT 14 - First Aid and Cardiopulmonary Resuscitation	3.00
MED 55 - The Electronic Health Record	3.00
MED 56 - Administrative Procedures	3.50
Total:	16.50
Second Semester:	
HIT 50B - Medical Terminology II	2.00
HIT 57 - Disease Process	3.00
HIT 76 - CPT Coding	3.00
MED 49 - Clinical Procedures	5.50
MED 62 - Communication and Professionalism in Health Care	2.00
MED 70 - Medical Insurance Billing	2.00
MED 71 - Electronic Management of Financial Medical Records	2.00
Total:	19.50
Summer Session:	
HCT 82A - Professional Practice Preparation and Certification	2.00
HCT 82B - Professional Practice Internship	3.00
Total:	5.00
Third Semester:	
MED 73 - Advanced Medical Billing	1.50
HIT 73A - ICD-10-CM Coding	3.00
HIT 75 - Organization and Management in Health	3.00
PSYC 1 - General Psychology	3.00
HCT 104 - Phlebotomy Technician	5.50
Total:	16.00
Total:	61.00 - 66.00

Medical Administrative Assisting Associate of Science (AS) - Active

Department: Health Care Technology

ACC: Health and Safety

Approval: May 2021

Effective Semester: Fall 2021

Students who complete their training satisfactorily are prepared to hold positions as a medical receptionist, admitting clerk, ward clerk, or office manager in the physician's office, hospital outpatient clinic, medical clinic, or health center. Students are eligible to sit for the Certified Professional Coder (CPC) or Certified Coding Specialist Physician Office (CCS-P) examinations.

Learning Outcomes

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.

Students in the Medical Administrative Assisting AS program must maintain a grade of "C" or higher.

Note that the program description below outlines only how students fulfill the major requirement for an associate degree. The CCSF associate degree has several other components, including general education requirements. Please meet with a counselor and read the Associate Degree Requirements chapter of the CCSF Catalog for complete information. Generally, minimum time for completion of an AA or AS degree is four semesters, depending on student preparation and the number of units completed per semester.

Courses Required for the Associate of Science (AS) in Medical Administrative Assisting

Course	Units
Required	
PSYC 1 - General Psychology	3.00
Total:	3.00
Choose one of the following Anatomy and Physiology options:	
OPTION 1:	
BIO 106 - Introduction to Human Anatomy and Physiology	4.00

OPTION 2:	
BIO 108 - General Human Anatomy	4.00
AND one of the following Physiology courses	
BIO 111 - Human Physiology	5.00
BIO 112 - Introduction to Human Physiology	4.00
Total:	4.00 - 9.00
First Semester:	
HCT 61 - Introduction to Health Care	2.00
HCT 67 - Computer Applications in the Health Care Setting	2.00
HIT 50A - Medical Terminology I	3.00
MED 55 - The Electronic Health Record	3.00
MED 56 - Administrative Procedures	3.50
Total:	13.50
Second Semester:	
HIT 50B - Medical Terminology II	2.00
HIT 57 - Disease Process	3.00
HIT 73A - ICD-10-CM Coding	3.00
MED 62 - Communication and Professionalism in Health Care	2.00
MED 70 - Medical Insurance Billing	2.00
MED 71 - Electronic Management of Financial Medical Records	2.00
Total:	14.00
Summer Session:	
HCT 82A - Professional Practice Preparation and Certification	2.00
HCT 82B - Professional Practice Internship	3.00
Total:	5.00
Third Semester:	
HIT 75 - Organization and Management in Health	3.00
MED 72 - Advanced Medical Insurance Billing	2.00
MED 73 - Advanced Medical Billing	1.50
Total:	6.50
Total:	46.00 - 51.00

Medical Assisting Certificate of Achievement - Active

Department: Health Care Technology

ACC: Health and Safety

Approval: May 2021

Effective Semester: Fall 2021

The certificate in Medical Assisting provides students with both clinical and administrative training. Students who complete their training satisfactorily are prepared to hold positions as a medical assistant, medical receptionist, or office manager in a physician's office, hospital outpatient clinic, medical clinic, and health centers. The Medical Assisting Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), 9355-113th St. N., #7709 Seminole, FL 33775, (727) 210-2350, www.caahep.org, on recommendation of the Medical Assisting Education Review Board (MAERB). Graduates who complete the Certificate of Achievement are eligible to take the Certified Medical Assistant examination given by the American Association of Medical Assistants (AAMA).

Learning Outcomes

Upon completion of this program, students will be able to:

- 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 and HIPAA 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.
- Compare the various certification exams for medical assistants.
- Describe the procedure for applying for the phlebotomy certifying exam and license.

Students must complete each course with a grade of "C" or higher. Students must hold a valid AHA HealthCare Provider CPR and First Aid card to complete the Internship.

The minimum time for completion of this certificate is 3 semesters (plus Summer internship). Completion time will vary based on student preparation and number of classes completed per semester.

Courses Required for the Certificate of Achievement in Medical Assisting

Course	Units
Choose one of the following Anatomy and Physiology options:	
OPTION 1:	
BIO 106 - Introduction to Human Anatomy and Physiology	4.00
OPTION 2:	
BIO 108 - General Human Anatomy	4.00

AND one of the following Physiology courses:	
BIO 111 - Human Physiology	5.00
BIO 112 - Introduction to Human Physiology	4.00
Total:	4.00 - 9.00
Required Course	
EMT 14 - First Aid and Cardiopulmonary Resuscitation	3.00
Total:	3.00
First Semester:	
HCT 61 - Introduction to Health Care	2.00
HIT 50A - Medical Terminology I	3.00
HCT 67 - Computer Applications in the Health Care Setting	2.00
MED 55 - The Electronic Health Record	3.00
MED 56 - Administrative Procedures	3.50
HCT 104 - Phlebotomy Technician	5.50
Total:	19.00
Second Semester:	
HIT 50B - Medical Terminology II	2.00
HIT 57 - Disease Process	3.00
HIT 73A - ICD-10-CM Coding	3.00
HIT 76 - CPT Coding	3.00
MED 49 - Clinical Procedures	5.50
MED 62 - Communication and Professionalism in Health Care	2.00
MED 70 - Medical Insurance Billing	2.00
MED 71 - Electronic Management of Financial Medical Records	2.00
Total:	22.50
Summer Session:	
HCT 82A - Professional Practice Preparation and Certification	2.00
HCT 82B - Professional Practice Internship	3.00
Total:	5.00
Total:	53.50 - 58.50

Medical Evaluation Assistant Certificate of Achievement - Active

Department: Health Care Technology

ACC: Health and Safety

Approval: May 2021

Effective Semester: Fall 2021

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 instruction 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.

Learning Outcomes

Upon completion of this program, students will be able to:

- Perform clinical procedures, laboratory tests, phlebotomy, and diagnostic studies for entry level employment as a Medical Evaluation Assistant.
- Apply infection control processes while adhering 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.
- Describe the process to apply for the Certified Phlebotomy Technician examination (CPT-1).

Students may obtain the Certificate of Achievement for MEA by completing each of the following courses with a grade of "C" or higher.

The minimum time for completion of this certificate is 3 semesters. Completion time will vary based on student preparation and number of classes completed per semester.

Courses Required for the Certificate of Achievement in Medical Evaluation Assistant

Course	Units
Fall Semester:	
HIT 50A - Medical Terminology I	3.00
HCT 67 - Computer Applications in the Health Care Setting	2.00
MED 55 - The Electronic Health Record	3.00
MED 62 - Communication and Professionalism in Health Care	2.00
Total:	10.00
Fall Semester: choose one of the following Anatomy and Physiology options:	
OPTION 1:	
BIO 106 - Introduction to Human Anatomy and Physiology	4.00
OPTION 2:	

BIO 108 - General Human Anatomy	4.00
AND choose one of the following Physiology courses:	
BIO 111 - Human Physiology	5.00
BIO 112 - Introduction to Human Physiology	4.00
Total:	4.00 - 9.00
Spring Semester:	
HCT 104 - Phlebotomy Technician	5.50
HIT 50B - Medical Terminology II	2.00
HIT 57 - Disease Process	3.00
HLTH 66 - Chronic Conditions Management	3.00
MED 49 - Clinical Procedures	5.50
MED 71 - Electronic Management of Financial Medical Records	2.00
Total:	21.00
Summer Session:	
HCT 82A - Professional Practice Preparation and Certification	2.00
HCT 82B - Professional Practice Internship	3.00
Total:	5.00
Total:	40.00 - 45.00

Medical Clinic Assisting Certificate of Achievement - Active

Department: Health Care Technology

ACC: Health and Safety

Approval: May 2021

Effective Semester: Fall 2021

Students who complete this certificate successfully are prepared to hold positions as clinic assistants. Students have the option of completing additional courses for a Certificate of Achievement in Medical Assisting. Students receive training in anatomy and physiology, medical terminology, computer applications and administrative procedures, the electronic health record, disease processes, communication and professionalism, and clinical procedures. Students will complete an internship and must hold a valid CPR Health Provider card and a HIPAA Awareness Training certificate.

Learning Outcomes

Upon completion of this program, students will be able to:

- Practice infection control and adhere to OSHA regulations.
- Perform clinical procedures effectively, including injections and skin punctures, laboratory tests, and diagnostic studies.
- Use computer applications to create documents, communicate with, and support patients and staff.
- Collaborate in a culturally diverse health care environment, applying the principles of health care ethics and professional conduct.

The minimum time for completion of this certificate is 2 semesters. Completion time will vary based on student preparation and number of units or classes completed per semester.

Courses Required for the Certificate of Achievement in Medical Clinic Assisting

Course	Units
First semester required courses:	
BIO 106 - Introduction to Human Anatomy and Physiology	4.00
HIT 50A - Medical Terminology I	3.00
HCT 67 - Computer Applications in the Health Care Setting	2.00
MED 56 - Administrative Procedures	3.50
MED 62 - Communication and Professionalism in Health Care	2.00
Total:	14.50
Second semester required courses:	
MED 49 - Clinical Procedures	5.50
HIT 57 - Disease Process	3.00
MED 55 - The Electronic Health Record	3.00
HCT 82A - Professional Practice Preparation and Certification	2.00
HCT 82B - Professional Practice Internship	3.00
Total:	16.50
Total:	31.00

Medical Biller Certificate of Achievement - Active

Department: Health Care Technology

ACC: Health and Safety

Approval: May 2021

Effective Semester: Fall 2021

This certificate program prepares students to complete medical insurance claims for physician offices and outpatient medical facilities. Students learn CPT and ICD-10-CM coding, medical terminology, disease processes, computer bookkeeping procedures, and manual and computer insurance billing for commercial insurance, Medicaid, Medicare, Worker's Compensation, and managed care plans.

Learning Outcomes

Upon completion of this program, students will be able to:

- Assign CPT codes to outpatient services and procedures.
- Assign ICD-10-CM codes to diagnoses.
- Perform insurance billing procedures necessary for entry-level employment in an ambulatory health care setting.
- Identify the various certification options for billers and coders and their professional associations.

The minimum time for completion of this certificate is 2 semesters. Completion time will vary based on student preparation and number of classes completed per semester.

Courses Required for the Certificate of Achievement in Medical Biller

Course	Units
First Semester:	
BIO 106 - Introduction to Human Anatomy and Physiology	4.00
HIT 50A - Medical Terminology I	3.00
HCT 67 - Computer Applications in the Health Care Setting	2.00
HIT 76 - CPT Coding	3.00
MED 70 - Medical Insurance Billing	2.00
MED 71 - Electronic Management of Financial Medical Records	2.00
Total:	16.00
Second Semester:	
HIT 50B - Medical Terminology II	2.00
MED 55 - The Electronic Health Record	3.00
HIT 57 - Disease Process	3.00
HIT 73A - ICD-10-CM Coding	3.00
MED 72 - Advanced Medical Insurance Billing	2.00
MED 73 - Advanced Medical Billing	1.50
Total:	14.50
Total:	30.50

Medical Receptionist Certificate of Achievement - Active

Department: Health Care Technology

ACC: Health and Safety

Approval: May 2021

Effective Semester: Fall 2021

This certificate program prepares students for employment as a receptionist in a physician's office, outpatient clinic, or other medical facility. Students receive training in computer applications, appointment scheduling, telephone etiquette, communication and professionalism, medical record preparation, medical terminology, business correspondence, insurance policies and claims completion, and first aid and CPR.

Learning Outcomes

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.

Students may obtain the Medical Receptionist Certificate of Achievement by completing each of the following courses with a grade of "C" or higher.

The minimum time for completion of this certificate is 3 semesters. Completion time will vary based on student preparation and number of classes completed per semester.

Courses Required for the Certificate of Achievement in Medical Receptionist

Course	Units
Fall Semester: choose one of the following Anatomy and Physiology options:	
OPTION 1:	
BIO 106 - Introduction to Human Anatomy and Physiology	4.00
OPTION 2:	
BIO 108 - General Human Anatomy	4.00
AND choose one of the following Physiology options:	
BIO 111 - Human Physiology	5.00
BIO 112 - Introduction to Human Physiology	4.00
Total:	4.00 - 9.00
Fall Semester required courses:	
HCT 61 - Introduction to Health Care	2.00
HCT 67 - Computer Applications in the Health Care Setting	2.00
HIT 50A - Medical Terminology I	3.00

MED 56 - Administrative Procedures	3.50
Total:	10.50
Spring Semester:	
HIT 50B - Medical Terminology II	2.00
HIT 76 - CPT Coding	3.00
MED 55 - The Electronic Health Record	3.00
MED 62 - Communication and Professionalism in Health Care	2.00
MED 70 - Medical Insurance Billing	2.00
MED 71 - Electronic Management of Financial Medical Records	2.00
Total:	14.00
Summer Session:	
HCT 82A - Professional Practice Preparation and Certification	2.00
HCT 82B - Professional Practice Internship	3.00
Total:	5.00
Total:	33.50 - 38.50

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, or BSMA J
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, 2 UNITS HEALTH CARE

(2 HOURS LECTURE)

PREREQ.: ENGL 88 or ESL 186 or placement in ESL 188 or readiness for college-level English.

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.

MED 70 MEDICAL BOOKKEEPING AND INSURANCE, 2 UNITS (2 HOURS LECTURE, 1 HOURS LAB)

COREQ.: HIT 76

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.

MED 71 ELECT. MGT OF FINANCIAL MED. RECORDS, 2 UNITS (1 HOUR LECTURE, 3 HOURS LAB)

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.

**MED 72 ADVANCED MEDICAL INSURANCE BILLING, 2 UNITS
(2 HOURS LECTURE, 1 HOURS LAB)**

PREREQ.: MED 70

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.

**MED 73 ADVANCED MEDICAL BILLING, 1.5 UNITS
(1 HOUR LECTURE, 2 HOURS LAB)**

PREREQ.: MED 71

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.

**BIO 106 INTRODUCTION TO HUMAN ANATOMY
AND PHYSIOLOGY, 4 UNITS
(3 LECTURE HOURS, 3 LABORATORY HOURS)**

Not open to students who have completed BIO 108 or BIO 11 or BIO 12 with a C or higher.
An integrated course covering the fundamental principles of human anatomy and physiology.

**HCT 104 PHLEBOTOMY TECHNICIAN, 6 UNITS
(92.5 LECTURE HOURS, 27 LABORATORY HOURS)**

PREREQ.: ENGL 88 or ESL 186 or placement in ESL 188 or readiness for college-level English.

ADVISE: Orientation required for enrollment

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, 2 UNITS

PREREQ.: ENGL 88 or ESL 186 or placement in ESL 188 or readiness for college-level English.

(2 HOURS LECTURE)

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 82A/B PROFESSIONAL PRACTICE INTERNSHIP/CERTIFICATION, 5 UNITS
(26.5 HOURS LECTURE /26 HOURS/WEEK LABORATORY, 180 HOURS WORK
EXPERIENCE)**

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

Students complete 180 hours of unpaid, 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.

**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.

**HIT 57 DISEASE PROCESS, 3 UNITS
(3 LECTURE HOURS)**

PREREQ.: ANAT 14 and HIT 50A

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.

**HIT 73A BASIC ICD CODING, 3 UNITS
(3 HOURS LECTURE)**

PREREQ.: BIO 106 (formerly ANAT 14)

COREQ.: HIT 50B

Basic coding principles of International Classification of Diseases-9-Clinical Modification (ICD9-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.

**HIT 76 CPT CODING, 3 UNITS
(3 LECTURE HOURS)**

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).

**HLTH 66 HEALTH EDUCATION AND CHRONIC DISEASE
MANAGEMENT, 3 UNITS
(3 LECTURE HOURS) (CR/NC avail)**

Instruction to the epidemiology and causes and consequences of the most common chronic diseases and barriers to overcoming them. Management of chronic disease, development of essential communication skills needed in the clinical setting, and challenges to working in a team based medical environment. CSU

**EMT 14 FIRST AID AND CPR, 3 UNITS
(3 LECTURE HOURS)**

Emergency care for one and two-rescuer adult, child, and infant CPR with bag mask ventilation and AED. First aid for the sick and injured including care of life-threatening, medical, environmental, and traumatic emergencies. Standard first aid, CPR, and AED certification(s) granted upon successful completion of requirements.

ENROLLING IN THE MEDICAL ASSISTING PROGRAM

Students who wish to enroll in any of the Medical Assisting Program options, first need to register as a CCSF student.

1. If you are a new student to CCSF, complete and submit the online application. You can access the online application by copying and pasting this link into the address bar:
<https://www.ccsf.edu/apply-ccsf/new-credit-student>
2. Attend an informational orientation if able. See Medical Assisting flyer for dates.
3. When you receive your enrollment date, enroll in the first semester classes listed on the certificate or degree program. Recommended classes for the first semester are Bio106, HCT 61, and HIT 50A.
4. Students will apply for the Medical Assisting Program in the HCT 61, Introduction to Health Care course.
5. Students will receive a Student Program Handbook which will be reviewed in the HCT 61 class.

All students are required to have program advising every semester. Appointments will be made every semester and are done using Zoom Conferencing.