



## MEDICAL ASSISTING

The Medical Assisting Program 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 an outpatient clinic, medical office, or health center. Students learn to draw blood, give injections, take electrocardiograms, and assist the physician, as well as manage the financial and administrative areas of the office or clinic.

### 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.
- Students must complete HCT 61 Introduction to Health Care by their second semester.

**ADMISSION REQUIREMENTS:** 18 years of age minimum

#### 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 and first aid card (CCSF offers EMT 14 Adv. First Aid and BLS course)

**DEGREE:** The Medical Assisting Program offers an Associate Degree or a Certificate of Achievement. The 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) 210-2354, ([www.caahep.org](http://www.caahep.org)) upon recommendation of the Medical Assisting Education Review Board (MAERB). Students are eligible to sit for the American Association of Medical Assistants' Certification Exam upon graduation.

### ORIENTATION AND COUNSELING

Remote Counseling Services are available for students:

1. Zoom appointment, phone (415) 561-1925
2. Phone appointment online: [esars.ccsf.edu](http://esars.ccsf.edu)
3. Email [academiccounseling@ccsf.edu](mailto:academiccounseling@ccsf.edu).

All applicants should join a ZOOM orientation meeting. Email [cwei@ccsf.edu](mailto:cwei@ccsf.edu) for ZOOM orientation meeting ID (attend one).

ORIENTATION DATES		
August 11, 2022	Thursday	6:00pm – 7:30pm
October 6, 2022	Thursday	6:00pm – 7:30pm
November 3, 2022	Thursday	6:00pm – 7:30pm
December 1, 2022	Thursday	6:00pm – 7:30pm
March 2, 2023	Thursday	6:00pm – 7:30pm
April 6, 2023	Thursday	6:00pm – 7:30pm
May 4, 2023	Thursday	6:00pm – 7:30pm

**FOR PROGRAM INFO:** For questions regarding the Medical Assisting Program, please contact Dory Rincon at (415) 561-1821 or [drincon@ccsf.edu](mailto:drincon@ccsf.edu). For an informational packet, please call (415) 561-1813 or visit our web site at <https://www.ccsf.edu/myccsf> and click on the following: Academics, Schools & Departments, Health Care Technology.

HEALTH CARE TECHNOLOGY OFFICE: 415-561-1813  
 STUDENT SERVICES OFFICE: 415-561-1835

## 5 STEPS COLLEGE ADMISSION PROCEDURES

1. Apply for Admission: Go to [Admissions & Registration](#) or call 415-239-3285.
  - **NEW CREDIT STUDENTS:** Fill out a CCSF **credit** application at [Credit Admission](#) or call 415-239-3285
  - **RETURNING STUDENTS:** Have attended CCSF before as a **credit** student, but have not enrolled in courses for 2 consecutive semesters (Spring & Fall) or more, reapply (update your personal information) at [Credit Admissions](#). Go to step 3. If you have only been away for one semester, you are considered a [Continuing Student](#).
2. Complete the Assessment: Go to [Assessment Center](#) or call 415-239-3751.

**PLACEMENT PROCEDURES FOR NATIVE ENGLISH AND MATH**

  - Complete online “[High School Data Form](#)” for English and Math placement by self-reported high school grade point average, and high school coursework.
  - Complete “[College and/or Test Data Form](#)” for English and Math placement by prior college-level English and Math course work or standardized tests (SAT, AP Exams, GRE).

**FOR ENGLISH AS SECOND LANGUAGE PLACEMENT:** Go to “[Credit ESL Placement Test](#)” page (Search) at [www.ccsf.edu](#) for two-part remote testing.

  - Complete “[Online ESL Guided Placement Tool](#)” (Part I) and CCSF Testing will contact student to arrange for remote ESL writing test (Part II). Results will be evaluated by ESL faculty and ESL placement made.
3. Attend an orientation for the health program of interest. After orientation if there are no questions about registration, tuition & fees, financial aid, or other student services go to step 5.
4. Meet with a CCSF Counselor (Counselors available at John Adams Center for Zoom counseling appointments, call 415-561-1925.)
5. Register for Classes: Go to [Online Schedule](#).

Visit “[Virtual Help Counters](#)” or call 415-239-3000 for CCSF remote services.

### PAYING FOR COLLEGE

- COSTS:** (subject to change without prior notice) Go to “[Tuition & Fees Office](#)” or call 415-239-3522
- California residents: \$46 per unit
  - Nonresidents: \$360 per unit (\$46 per unit + \$307 nonresident tuition + \$7 Capital Outlay)
  - \$20 Student Health Fee (\$16 in Summer)
  - Additional costs: books, supplies, uniforms, equipment, certification, etc.

**“Free City” Program:** free tuition to CCSF for eligible San Francisco residents. See [www.ccsf.edu/freecity](#)

**Financial Aid available:** Go to “[Financial Aid Office](#)” (Search) at <http://www.ccsf.edu> or call 415-239-3577.

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/>

Visit the [CCSF Virtual Campus](#) for more information about our resources for students and to schedule an appointment with a counselor.

*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.*