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: (2020-21 College Catalog, pages 288-292)

- 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:

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 and first aid card (CCSF offers EMT 14 Adv. First Aid and Basic Life Support 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) 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

All applicants should attend an orientation. Remote Counseling Services are available for students by Zoom appointment, phone (415) 561-1925, phone appointment online esars.ccsf.edu or email academiccounseling@ccsf.edu.

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

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<tr>
<th>EMAIL</th>
<th>(attend one)</th>
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<tr>
<td><a href="mailto:cwei@ccsf.edu">cwei@ccsf.edu</a></td>
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| January 7, 2021  | Thursday     | 6:00 pm – 7:30 pm | May 13, 2021  | Thursday     | 6:00 pm – 7:30 pm |
| April 15, 2021   | Thursday     | 6:00 pm – 7:30 pm | August 11, 2021| Wednesday   | 6:00 pm – 7:30 pm |

FOR PROGRAM INFO:
For questions regarding the Medical Assisting Programs, please contact Dory Rincon at (415) 561-1821 or 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.

HCT: 12-17-2020 DR/pk
Visit “Virtual Help Counters CCSF” or call 415-239-3000 for CCSF remote services.

COLLEGE ADMISSION PROCEDURES

Apply for Admission/Readmission with “Apply to CCSF” (Search) at www.ccsf.edu. New Credit or Returning Credit Students or Continuing Students, follow five (5) Easy Steps:

1. Apply for Admission: Go to Credit Admissions or call 415-239-3285.
2. Complete the Assessment: Go to Assessment Center or call 415-239-3751.
3. Attend an orientation for the health program of interest (See other side for details).
4. Meet with a CCSF Counselor (Counselors available at John Adams Center or call 415-561-1925).
5. Register for Classes: Go to Online Schedule.

ASSESSMENT AND PLACEMENT

Placement procedures for Native English, Math and English as Second Language (ESL).

Go to “Math and English Placement” page (Search) at www.ccsf.edu
- 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.

PAYING FOR COLLEGE

COSTS: (subject to change without prior notice) Go to “Tuition and Fees Office” or call 415-239-3522
- California residents: $46 per unit
- Nonresidents: $344 per unit ($46 per unit + $290 nonresident tuition + $8 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/free_city

Financial Aid available. Go to “Financial Aid Office” (Search) at 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/

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.

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