

Medical Assisting

OVERVIEW

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.

DEGREE: The Medical Assisting Program offers an Associate Degree and 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.

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 70, 80 or higher.
- Students must complete HCT 61 Introduction to Health Care by their second semester.
- **Required Cost:**
Scrub and lab coat, \$50.00
Books, \$1,200.00 (over 4 semesters)
CPR and First Aid Card, \$25.00
Nametag, \$6.00
Phlebotomy exam, \$125.00
- **Recommended:**
Watch with second hand
Stethoscope
Recommended shoes
- **Certification preparation for:**
CMA [AAMA] Exam
NHA CCMA Exam
RMA Exam

ADMISSION REQUIREMENTS

18 years of age minimum

REQUIRED FOR WORK EXPERIENCE:

- Physical exam, negative TB test or chest x-ray, and proof of immunization
- Nametag for work experience
- Valid CPR card and first aid card (CCSF offers EMT 14 Adv. First Aid and BLS course)

STUDENT SERVICES (415)561-1835

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](#). If you have only been away for one semester, you are considered a [Continuing Student](#).

TUITION: (subject to change without prior notice)

- Go to "[Tuition & Fees Office](#)" or call 415-239-3522
- **California residents:** \$46 per unit
- **Nonresidents:** \$446 per unit (\$46 per unit + \$400 nonresident tuition)
- \$27 Student Health Fee (\$22 in Summer)
- **Additional cost:** books, supplies, uniforms, equipment, certification, etc.

FINANCIAL AID



- Go to "[Financial Aid Office](#)" or call 415-239-3577
- **"Free City" program:** free tuition to CCSF for eligible San Francisco residents. See www.ccsf.edu/freecity

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

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

ORIENTATION DATES Wednesday, 6 – 7:30pm

July 23, 2025	Jan 7, 2026
Sept 17, 2025	Feb 18, 2026
Oct 15, 2025	Mar 18, 2026
Nov 12, 2025	Apr 15, 2026
Dec 17, 2025	May 13, 2026

FOR PROGRAM INFO: For questions regarding the Medical Assisting Program, 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/degrees-certificates/medical-assisting>

STEPS TO APPLY TO THE PROGRAM:

1. Attend a Medical Assisting Program orientation. The orientation is informational and will answer all questions.
2. Complete and submit the CCSF Application for admission to the College.
3. Enroll in first semester courses using the sequence of classes in the Program Packet. HCT 61, Introduction to Health Care, should be taken in the first semester. The College application is available online.

Courses Required for the Major in Medical Assisting (AS Degree)		
Choose one of the following Anatomy and Physiology Options:		Units
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 1	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 2	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 / Certification	2.00
HCT 82B	Professional Practice Internship	3.00
Total:		5.00
Third Semester:		
HIT 73A	ICD-10-CM Coding	3.00
HIT 75	Organization and Management in Health	3.00
MED 73	Advanced Medical Manager	1.50
PSYC 1	General Psychology	3.00
HCT 104	Phlebotomy Technician	5.50
Total:		16.00
Grand Total:		61.00 – 66.00