

Medical Clinic Assisting Certificate Program

OVERVIEW

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 process, 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.

DEGREE: The Medical Clinic Assisting Program offers a Certificate of Achievement.

PROGRAM REQUIREMENTS

- There is no pre-requisite for this certificate program.
- **Strongly recommended for success in the program:** ENGL 86 or ESL 186, or ENGL 88 or readiness for college-level English.
- **Recommended Prep:** successful completion of Math 70, 80 or higher.
- **Required Cost:**
Books, \$600.00 (over 2-3 semesters)
Scrubs and lab coat, \$50.00
CPR card, \$5.00
Nametag, \$6.00

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 (CCSF offers EMT 12 Basic Life Support for Healthcare Providers 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:** \$452 per unit (\$46 per unit + \$406 non resident tuition)
- \$20 Student Health Fee (\$16 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

July 17, 2024	Wednesday	6:00pm - 7:30pm
Oct 16, 2024	Wednesday	6:00pm - 7:30pm
Nov 13, 2024	Wednesday	6:00pm - 7:30pm
Dec 11, 2024	Wednesday	6:00pm - 7:30pm
Mar 19, 2025	Wednesday	6:00pm - 7:00pm
Apr 16, 2025	Wednesday	6:00pm - 7:00pm
May 14, 2025	Wednesday	6:00pm - 7:00pm

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 Certificate of Achievement in Medical Clinic Assisting

First Semester:		Units
BIO 106	Introduction to Human Anatomy and Physiology	4.00
HIT 50A	Medical Terminology 1	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:		
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 / Certification	2.00
HCT 82B	Professional Practice Internship	3.00
Total:		16.50
Grand Total:		31.00