

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 Evaluation Assistant 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 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.
- **Required Cost:**
Scrub and lab coat, \$50.00
Books, \$800.00 (over 4 semesters)
CPR and First Aid Card, \$25.00
Nametag, \$6.00
Phlebotomy exam, \$125.00

ADMISSION REQUIREMENTS

18 years of age minimum

REQUIRED FOR WORK EXPERIENCE:

- Physical exam, negative TB test or chest x-ray, and proof of immunization
- Name tag for work experience
- Valid CPR card and First Aid card (CCSF offers EMT 14 Adv. First Aid and Basic Life Support 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 non resident 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.

Course Required for the Certificate of Achievement in Medical Evaluation Assistant		
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
Fall Semester:		
HIT 50A	Medical Terminology 1	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
Spring Semester:		
HCT 104	Phlebotomy Technician	5.50
HIT 50B	Medical Terminology 2	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 / Certification	2.00
HCT 82B	Professional Practice Internship	3.00
Total:		5.00
Grand Total:		40.00 – 45.00