

MEDICAL ASSISTING PROGRAM

1860 Hayes Street San Francisco, CA 94117 TEL: 415-561-1821 FAX: 415-561-1999

Dear Prospective Student

Thank you for your interest in the City College of San Francisco Medical Assisting

The following information was obtained at the website of American Association of Medical Assistants (AAMA). For more information, go directly to their website at www.aamantl.org.

IS MEDICAL ASSISTING FOR YOU?

Are you looking for a meaningful job?

Clinical duties vary by state and include...

- Taking and recording patient vital signs
- Taking medical histories
- Explaining treatment procedures to patients
- Preparing patients for examination
- Assisting the physician during the exam
- Collecting and preparing laboratory specimens
- Performing basic laboratory tests
- Instructing patients about medication and special diets
- Preparing and administering medications as directed by a physician
- Authorizing prescription refills as directed
- Drawing blood
- Taking electrocardiograms
- Removing sutures and changing dressings

CMA's are caring

Certified Medical Assistants give health care a human touch, helping patients to feel at ease in the doctor's office and to understand physicians' instructions. If you have good communications skills and are often appreciated for your caring manner, then you might be well suited for a career in medical assisting.

PROGRAM OVERVIEW

The Medical Assisting Program (MA) provides instruction and clinical experience to assist students in developing the theoretical and technical skills consistent with the medical, administrative, ethical, legal, accreditation, and regulatory requirements of the ambulatory healthcare delivery system.

The college and faculty are committed to providing a supportive learning environment for students. Faculty and health care professionals dedicated to the highest standards of professional excellence.

Students in the MA program may enroll and take courses on a part or full-time basis. The number of semesters needed to complete the programs will vary.

CURRICULUM

The Health Care Technology Department offers both a degree program and the Associate of Science and Certificate of Achievement programs. Students may transfer general education units from other accredited colleges and universities and may petition for credit by examination for some of the courses.

Medical Assisting AS Major - Active

Department: Health Care Technology

Approval: May 2021

Effective Semester: Fall 2021

Students who complete their training satisfactorily are prepared to hold positions as a medical assistant, medical receptionist, or office manager in the physician's office, hospital outpatient clinic, medical clinics, and health centers. The Medical Assisting Certificate Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), 9355 113th Street N, Suite 7709, Seminole, FL 33775, (727) 210-2350, www.caahep.org, on recommendation of the Medical Assisting Education Review Board (MAERB). Graduates who complete the Associate of Science in Medical Office Assisting also receive the Certificate of Achievement and are eligible to take the Certified Medical Assistant examination given by the American Association of Medical Assistants (AAMA). Students must hold a valid AHA Healthcare Provider CPR and First Aid card to complete the Internship.

Learning Outcomes

Upon completion of this program, students will be able to:

- Perform clinical procedures, laboratory tests, phlebotomy, and diagnostics.
- Use computer applications to create documents and perform medical record and billing activities.
- Practice infection control and adhere to OSHA and HIPAA regulations.
- Receive, communicate with, and support patients and staff.
- Collaborate in a culturally diverse health care environment and apply the principles of health care ethics and professional conduct with patients, staff, and the community.
- Compare the various certification exams for medical assistants.
- Describe the procedure for applying for the phlebotomy certifying exam and license.

The minimum time for completion is 4 semesters. Completion time will vary based on student preparation and number of units, major and GE, completed per semester.

| Course | Units |
|---|------------|
| Choose one of the following Anatomy and Physiology options: | |
| 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 I | 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 II | 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 |

Medical Administrative Assisting AS Major - Active

Department: Health Care Technology

Approval: May 2021

Effective Semester: Fall 2021

Students who complete their training satisfactorily are prepared to hold positions as a medical receptionist, admitting clerk, ward clerk, or office manager in the physician's office, hospital outpatient clinic, medical clinic, or health center. Students are eligible to sit for the Certified Professional Coder (CPC) or Certified Coding Specialist Physician Office (CCS) examinations. Students must maintain a grade of "C" or higher in each course.

Learning Outcomes

Upon completion of this program, students will be able to:

- Receive, communicate with, and support patients and staff.
- Apply the principles of medical coding and billing to insurance claims and other financial documents.
- Use computer applications to create documents and update medical record and billing activities.
- Apply the principles of health care ethics and professional conduct with patients, staff, and the community.
- Apply for and pass the Certified Professional Coder (CPC) examination.

Assuming students start this AS with transfer level math and English eligibility, the minimum time for completion is 4 Fall/Spring semesters, plus one Summer semester. Completion time will vary based on student preparation and number of units completed per semester.

| Course | Units |
|---|-------|
| Required course: | |
| PSYC 1- General Psychology | 3.00 |
| Total: | 3.00 |
| Choose one of the following Anatomy and Physiology options: | |
| OPTION 1: | |

| | |
|---------------------------------------|-------|
| MED 55 - The Electronic Health Record | 3.00 |
| MED 56 - Administrative Procedures | 3.50 |
| Total: | 13.50 |
| Second Semester: | |
| HIT 50B - Medical Terminology II | 2.00 |

Medical Biller Certificate of Achievement - Active

Department: Health Care Technology

Approval: May 2020

Effective Semester: Fall 2021

This certificate program prepares students to complete medical insurance claims for physician offices and outpatient medical facilities. Students learn CPT and ICD-10-CM coding, medical terminology, disease processes, computer bookkeeping procedures and manual and computer insurance billing for commercial insurance, Medicaid, Medicare, Worker's Compensation, and managed care plans.

Learning Outcomes

Upon completion of this program, students will be able to:

- Assign CPT codes to outpatient services and procedures.
- Assign ICD-10-CM codes to diagnoses.
- Perform insurance billing procedures necessary for entry employment in an ambulatory health care setting.
- Apply and sit for the Certified Professional Coder (CPC) examination.

The minimum time for completion of this certificate is 2 semesters. Completion time will vary based on student preparation and number of classes completed per semester.

| Course | Units |
|---|-------|
| First Semester: | |
| BIO 106 - Introduction to Human Anatomy and Physiology | 4.00 |
| HIT 50A - Medical Terminology I | 3.00 |
| HCT 67- Computer Applications in the Health Care Setting | 2.00 |
| HIT 76 - CPT Coding | 3.00 |
| MED 70- Medical Insurance Billing | 2.00 |
| MED 71 - Electronic Management of Financial Medical Records | 2.00 |
| Total: | 16.00 |
| Second Semester: | |
| HIT 50B - Medical Terminology II | 2.00 |
| HIT 57 - Disease Process | 3.00 |
| HIT 73A - ICD-10-CM Coding | 3.00 |
| MED 55- The Electronic Health Record | 3.00 |
| MED 72- Advanced Medical Insurance Billing | 2.00 |
| MED 73- Advanced Medical Manager | 1.50 |
| Total: | 14.50 |
| Total: | 30.50 |

| | |
|--|-------|
| Required Course | |
| EMT 14- First Aid and Cardiopulmonary Resuscitation | 3.00 |
| Total: | 3.00 |
| First Semester: | |
| HCT 61- Introduction to Health Care | 2.00 |
| HIT 50A - Medical Terminology I | 3.00 |
| HCT 67- Computer Applications in the Health Care Setting | 2.00 |
| MED 55- The Electronic Health Record | 3.00 |
| MED 56- Administrative Procedures | 3.50 |
| HCT 104- Phlebotomy Technician | 5.50 |
| Total: | 19.00 |
| Second Semester: | |
| HIT 50B - Medical Terminology II | 2.00 |

Medical Clinic Assisting Certificate of Achievement- Active

Department: Health Care Technology

Approval: May 2021

Effective Semester: Fall 2021

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 processes, 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.

Learning Outcomes

Upon completion of this program, students will be able to:

- Practice infection control and adhere to OSHA regulations.
- Perform clinical procedures effectively, including injections and skin punctures, laboratory tests, and diagnostic studies.
- Use computer applications to create documents, communicate, and support patients and staff.
- Collaborate in a culturally diverse health care environment, applying the principles of health care ethics and professional conduct.

The minimum time for completion of this certificate is two semesters. Completion time will vary based on student preparation and number of units or classes completed per semester.

| Course | Units |
|--|-------|
| First semester required courses: | |
| BIO 106- Introduction to Human Anatomy and Physiology | 4.00 |
| HIT 50A - Medical Terminology I | 3.00 |
| HCT 67- Computer Applications in the Health Care Setting | 2.00 |
| MED 56- | |

Medical Evaluation Assistant Certificate of Achievement

Active

Department: Health Care Technology

Approval: May 2021

Effective Semester: Fall 20

This certificate program is designed specifically for employment within the San Francisco Public Health Department including the neighborhood health clinics. Students have the option of completing additional courses for a Certificate of Achievement in Medical Office Assisting. Students receive instruction in anatomy and physiology, medical terminology, health care systems, medical typing and transcription, health education and disease processes, clinical procedures, phlebotomy, and computer applications. Students will complete an internship and must hold a valid CPR Health Provider and a HIPAA Awareness Training certificate.

Learning Outcomes

Upon completion of this program, students will be able to:

- Effectively perform clinical procedures, laboratory tests, phlebotomy, and diagnostic studies.
- Practice infection control and adhere to OSHA regulations.
- Receive, communicate with, and support patients and staff.
- Collaborate in a culturally diverse health care environment and apply the principles of health care ethics and professional conduct with patients, staff, and the community.
- Apply for the Certified Phlebotomy Technician examination (CPT)

Students may obtain the Certificate of Achievement for MEA by completing each of the following courses with a grade of "C" or higher.

The minimum time for completion of this certificate is 6 semesters. Completion time will vary based on student preparation and number of classes completed per semester.

| Course | Units |
|--|-------|
| Fall Semester: | |
| HIT 50A - Medical Terminology | 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 |
| Fall Semester: choose one of the following Anatomy and Physiology options: | |
| 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 courses: | |

| | |
|---|------------|
| BIO 111- Human Physiology | 5.00 |
| BIO 112- Introduction to Human Physiology | 4.00 |
| Total: | 4.00- 9.00 |
| Spring Semester: | |
| HCT 104- Phlebotomy Technician | 5.50 |
| HIT 50B - | |

Medical Receptionist Certificate of Achievement Active

Department: Health Care Technology

Approval: May 2021

Effective Semester: Fall **20**

This certificate program prepares students for employment as a receptionist in a physician's office, outpatient clinic, or other medical facility. Students receive training in computer applications, appointment scheduling, telephone etiquette, communication and professionalism, medical record preparation, medical terminology, business correspondence, insurance policies and claims completion, and first aid and CPR. Students must complete each course with a grade of "C" or

CATALOG DESCRIPTIONS

| | | |
|----------|--|-----------|
| MED 49 | CLINICAL PROCEDURES (3 LECTURE HOURS, 3 CONFERENCE HOURS) | 5.5 UNITS |
| PREREQ.: | ANAT 14 and HIT 50A | |
| RECOM.: | Placement in MATH 40 or completion of B | |

HCT 61 INTRODUCTION TO HEALTH CARE 2 UNITS
PREREQ.: ENGL 88 or ESL 186 or placement in ESL 188 or readiness for college level English.
(2 HOURS LECTURE)

Overview of the evolution of health care systems. Historical development and organization of health information management and other professional associations involved in health care. Emphasis on filing and numbering systems, data access and record content.

HCT 82A/B PROFESSIONAL PRACTICE PREPARATION/CERTIFICATION
PROFESSIONAL PRACTICE INTERNSHIP 5 UNITS
(2 HOURS/WEEK CONFERENCE/CERTIFICATION REVIEW,
2 HOURS/WEEK LABORATORY, 1 80 HOURS WORK EXPERIENCE
EXPERIENCE)
PREREQ.: MED 49, MED 56, MED 70, MED 71, HIT 50B, HCT 104

Students complete 80 hours of supervised unpaid work

HIT 73A BASIC ICD CODING
 (3 HOURS LECTURE)
PREREQ.: BIO 106 (formerly ANAT 14)
COREQ.: HIT 50B

3 UNITS

Basic coding principles of International Classification of Diseases Clinical Modification (ICD-9-CM) with emphasis on ambulatory, codes and introduction to inpatient records. Focus on ICD-9-CM format, code conventions, Uniform Hospital Discharge Data Set (UHDDS), document sources, coding guidelines for diagnosis operatio