MEDICAL ASSISTANT - MULTI-SKILLED, ASSOCIATE IN SCIENCE

The Medical Assistant Program assists students in developing the skills needed for a career as a medical assistant, trained in either administrative (front office) or clinical (back office) skills or both. This comprehensive program provides the opportunity for students to develop effective communication skills, computer skills, and technical skills that lead to success in working in a variety of healthcare settings. Jobs in this field include, front office medical assistant, medical secretary, back office medical assistant, entry level medical biller, hospital admitting clerk, hospital unit coordinator and entry level medical records clerk.

Students who successfully complete this program may be eligible to take the certification exam offered by the California Certifying Board for Medical Assistants to become a California Certified Medical Assistant – Administrative (CCMA-A), Clinical (CCMA-C) or Administrative and Clinical (CCMA-AC).

Course ID	Title	Units/Hours
Required Courses		
BUS V26	Electronic Health Records	3
BUS V27A	Beginning Medical Terminology	3
BUS V97	Multi-Skilled Medical Assistant	16
Total Units		**22**

Recommended Courses

In addition to the required courses listed above, it is recommended that students who seek to obtain additional insight into the field of study consider taking one or more of the following courses: BUS V25 Medical Coding (Units: 3), BUS V27B (Units:), BUS V29 Medical Insurance (Units: 3), BUS V44 Business English (Units: 3), BUS V45 Business Communications (Units: 3). Although these supplemental courses may be of value to the student, please note that they do **not** satisfy the requirements for this degree.

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

- Demonstrate performance of appropriate medical administrative or clinical skills.
- Determine appropriate communication strategies for stakeholders in the medical environment.
- Identify legal and ethical principles that affect the role of a medical assistant.
- Apply appropriate procedures for complying with established risk management and safety practices.