

MEDICAL ASSISTANT - MULTI-SKILLED, CERTIFICATE OF ACHIEVEMENT

- Apply appropriate procedures for complying with established risk management and safety practices.

The Medical Assistant – Multi-Skilled, Certificate of Achievement (COA) assists students in developing the skills needed for a career as a clinical (back office) medical assistant. This program provides the opportunity for students to develop effective communication skills, computer skills, and technical skills related to working in an administrative role in a variety of healthcare settings. Jobs in this field include front office medical assistant, medical secretary, back office (clinical) medical assistant, 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), California Certified Medical Assistant – Clinical (CCMA-C) or California Certified Medical Assistant Administrative and Clinical (CCMA-AC).

Course List

Course ID	Title	Units/ Hours
Required Core Courses (9 units)		
BUS V17	Computer Applications	3
BUS V26	Electronic Health Records	3
BUS V27A	Beginning Medical Terminology	3
Total Required Core Units		9
Required Additional Courses: Select either List A or List B (16 units)		
List A:		
BUS V97	Multi-Skilled Medical Assistant	16
List B:		
BUS V25	Medical Coding	3
BUS V28A	Medical Office Procedures: Front Office	3
BUS V28B	Medical Procedures: Back Office	3
BUS V28BL	Medical Procedures: Back Office Laboratory	1
BUS V29	Medical Insurance	3
BUS V44	Business English	3
or BUS V45	Business Communications	
Total Required Additional Units		16
Total Units Required for the Certificate		25

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.