

Medical Assisting

Careers & Technology

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DEGREE

A.S. — Medical Assisting

CERTIFICATES OF ACHIEVEMENT

Medical Assisting
Medical Assisting, Administrative

CERTIFICATE OF PROFICIENCY

Medical Assisting, Medical Insurance Billing

Program Description

The CRC Medical Assisting program is designed to prepare students for careers as Medical Assistants in private, state and federal medical offices. Upon completion of an AS degree or certificate in Medical Assisting, students may take the certification exam administered by the Commission on Accreditation of Allied Health Education programs (CAAHEP) on recommendation of the Committee on Accreditation on Medical Assistant Education.

Career Opportunities

Administrative Medical Assistant
Clinical Medical Assistant
Insurance Billing Specialist

Highlights

- According to the October 2002 New York Times, Medical Assisting is among the ten "Fastest Growing Occupations, 2000 to 2010" in the United States with a projected growth of nearly 60%."
- Eligibility to become members of AAMA and CSMA
- Accredited preparation for national board exams; CRC students have exceeded national averages in the top 5 percent consistently for the past 20 years
- Transfer opportunities leading to degrees in Health Services or Health Care Administration
- Provides multiple skills for the entry-level health care professional
- The Cosumnes River College Certificate Medical Assisting program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Curriculum Review Board of the American Association of Medical Assistants Endowment (AAMAE)

Commission on Accreditation of Allied Health Programs
1361 Park Street
Clearwater, FL 33756
(727) 210-2350

For information about the student learning outcomes for this program, see <http://www.crc.losrios.edu/pslo>

DEGREE

A.S.-Medical Assisting

CODE #1184

REQUIRED PROGRAM.....	Units
AH 110 Medical Language for Health-Care Providers.....	3
AH 120 Human Disease.....	3
AH 124 Pharmacology for the Health Care Professional.....	2
BIOL 102 Essentials of Human Anatomy and Physiology.....	4 ¹
BUS 100 English for the Professional.....	3 ²
COMM 325 Intercultural Communication.....	3
HEED 320 CPR: BLS for the Professional Rescuer (2)	
or A current CPR for the Professional Rescuer Certification	0-2
MEDA 100 Introduction to Medical Assisting.....	1
MEDA 110 Medical Insurance Procedures.....	2
MEDA 120 Computer Applications for the Medical Office.....	1
MEDA 122 Medical Office Management.....	2.5
MEDA 124 Administrative Medical Assisting	1.5
MEDA 230 Clinical Procedures	5
PSYC 300 General Principles.....	3
MEDA 140 Medical Assisting Practicum.....	3 ³
TOTAL UNITS REQUIRED	37-39

¹BIOL 100 and/or BIOL 430/431 are acceptable.

²The required non-Medical Assisting courses may be completed prior to or concurrently with the Medical Assisting Program.

³This is the capstone course and should be the last taken.

Associate Degree

The Medical Assisting Associate in Science (A.S.) degree may be obtained by completion of the required program, plus general education requirements, plus sufficient electives to meet a 60-unit total. See *CRC graduation requirements*.

CERTIFICATE OF ACHIEVEMENT**Medical Assisting**

CODE #1184

REQUIRED PROGRAM.....Units	
AH 110	Medical Language for Health-Care Providers.....3
AH 120	Human Disease.....3
AH 124	Pharmacology for the Health Care Professional.....2
BIOL 102	Introduction to Concepts of Human Anatomy and Physiology.....4 ¹
BUS 100	English for the Professional.....3 ²
COMM 325	Intercultural Communication.....3
HEED 320	CPR: BLS for the Professional Rescuer.....2 ³
MEDA 100	Introduction to Medical Assisting.....1
MEDA 110	Medical Insurance Procedures.....2
MEDA 120	Computer Applications for the Medical Office.....1
MEDA 122	Medical Office Management.....2.5
MEDA 124	Administrative Medical Assisting.....1.5
MEDA 230	Clinical Procedures.....5
PSYC 300	General Principles.....3
MEDA 140	Medical Assisting Practicum.....3 ⁴
TOTAL UNITS REQUIRED.....39	

¹BIOL 100 and/or BIOL 430/431 are acceptable.²The required non-Medical Assisting courses may be completed prior to or concurrently with the Medical Assisting Practicum.³Or a current CPR for the Professional Rescuer Certification⁴This is the capstone course and should be the last taken.**CERTIFICATE OF ACHIEVEMENT****Medical Assisting, Administrative**

CODE #1185

This curriculum is designed to prepare the individual with front office skills for employment as an Administrative Medical Assistant in a physician's office, hospital, clinic, laboratory, pharmaceutical company, or a health and accident insurance company, and to teach related duties essential to administrative medical assisting.

REQUIRED PROGRAM.....Units	
AH 108	Introduction to Allied Health.....1
AH 110	Medical Language for Health-Care Providers.....3
AH 120	Human Disease.....3
BIOL 102	Introduction to Concepts of Human Anatomy and Physiology.....4
BUS 100	English for the Professional.....3 ¹
HEED 320	CPR: BLS for the Professional Rescuer.....2 ²
MEDA 100	Introduction to Medical Assisting.....1
MEDA 110	Medical Insurance Procedures.....2
MEDA 120	Computer Applications for the Medical Office.....1
MEDA 122	Medical Office Management.....2.5
MEDA 124	Administrative Medical Assisting.....1.5
MEDA 141	Administrative Medical Assisting Practicum.....1
TOTAL UNITS REQUIRED.....25	

¹Required non-medical assisting courses may be completed prior to or concurrently with the Medical Assisting Program.²Or a current CPR for the Professional Rescuer Certification**CERTIFICATE OF PROFICIENCY****Medical Assisting, Medical Insurance Billing**

CODE # 1550

The CRC Medical Insurance Billing Certificate program is designed to prepare students for entry level careers in insurance billing in a medical office setting. The curriculum is designed to give students the basic, desired skills for employment in a physician's office, hospital, ambulatory clinic, or health and accident insurance company.

REQUIRED PROGRAM.....Units	
AH 110	Medical Language for Health Care Providers.....3
AH 124	Pharmacology for the Health Care Professional.....2
BIOL 102	Introduction to Concepts of Human A & P.....4
AH 120	Human Disease.....3
HIT 120	Basic ICD-CM Coding.....2
MEDA 110	Medical Insurance Procedures.....2
TOTAL UNITS REQUIRED.....16	

MEDICAL ASSISTING (MEDA)**MEDA 100****Introduction to Medical Assisting****1 Unit***Prerequisite: None**Hours: 18 hours LEC*

This course provides an introduction to the field of Medical Assisting. Students will learn the medical assisting scope of practice, typical duties of an administrative and clinical MA, including career ladders and types of facilities that employ medical assistants. Students will also be introduced to the legal concepts and ethical issues that may be encountered in the field of medical assisting.

MEDA 110**Medical Insurance Procedures****2 Units***Prerequisite: AH 110 with a grade of "C" or better**Hours: 36 hours LEC*

Introduction to health insurance; coding for professional services using CPT, ICD-9-CM and CSN classification systems.

MEDA 120**Computer Applications for the Medical Office****1 Unit***Prerequisite: None**Corequisite: MEDA 100 (may be taken previously)**Advisory: CISC 302**Hours: 9 hours LEC ; 27 hours LAB*

The course is designed to introduce the student to computer applications in the ambulatory health care setting. Emphasis is placed on building a patient database which can be used to maintain information necessary for billing, for patient contact, to monitor office operations and efficiency, and to generate end-of-period reports.

MEDA 122
Medical Office Management **2.5 Units**
Prerequisite: None
Corequisite: AH 110 (may be taken previously)
Advisory: MEDA 100
Hours: 45 hours LEC

This course instructs the student in medical office administrative planning, management, supervision, and training of employees; personnel contracts and agreements; principles of credit and collections; basic financial management and the development of a policy and procedure manual.

MEDA 124
Administrative Medical Assisting **1.5 Units**
Prerequisite: None
Corequisite: MEDA 100
Advisory: BUS 100
Hours: 27 hours LEC

This course is designed to introduce the medical assisting student to the administrative responsibilities encountered in an ambulatory clinic. Typical administrative duties of a medical assistant include patient reception, scheduling, telephone procedures, filing and medical records including HIPAA regulations and bookkeeping principles.

MEDA 140
Medical Assisting Practicum **3 Units**
Prerequisite: AH 120, AH 124, BUS 100, COMM 325, HEED 320, MEDA 110, MEDA 120, MEDA 122, MEDA 124, MEDA 230, and PSYC 300 with grades of "C" or better
Enrollment Limitation: Students must have on file with the Program Director the following documents: Negative PPD or Chest x-ray no more than 6 months prior to clinic placement; MMR and Varicella immunity status; Liability insurance
Hours: 180 hours LAB

This course consists of supervised experience in a health care setting performing the tasks and responsibilities of a medical assistant. Those duties include, but are not limited to, administering injections, performing electrocardiograms, obtaining patient history and chief complaints, scheduling appointments, answering telephones, basic clerical functions and other duties as requested by site physician and/or supervisor. Students will be required to show proof of immunity to Varicella, Measles, Mumps, Rubella and TB prior to beginning the clinical rotation. Students will have supplementary requirements, such as liability insurance, that will incur additional fees. This course is for students who have completed all of the CRC Medical Assisting Program requirements.

MEDA 141
Administrative Medical Assisting Practicum **1 Unit**
Prerequisite: AH 108, AH 120, BUS 100, HEED 320, MEDA 110, MEDA 120, and MEDA 122 with grades of "C" or better
Hours: 60 hours LAB

This course consists of supervised experience in a health care setting performing the tasks and responsibilities of an administrative medical assistant. Those duties include, but are not limited to, scheduling appointments; answering telephones; filing; preparing insurance claims; and other basic clerical functions as requested by site physician and/or supervisor. This course is available to students who have completed all of the requirements of the CRC Administrative Medical Assisting certificate program.

MEDA 230
Clinical Procedures **5 Units**
Prerequisite: AH 110 with a grade of "C" or better
Corequisite: BIOL 102 and MEDA 100
Advisory: AH 120 and 124
Hours: 36 hours LEC ; 162 hours LAB

This course will instruct the student in the clinical procedures performed by entry-level Medical Assistants according to AAMA standards and the Medical Assisting Scope of Practice.

MEDA 295
Independent Studies in Medical Assisting **1-3 Units**
Prerequisite: None
Hours: 18 hours LEC ; 54 hours LAB

MEDA 298
Work Experience in Medical Assisting **1-4 Units**
Prerequisite: None
General Education: AA/AS Area III(b)
Hours: 300 hours LAB

This course provides students with opportunities to develop marketable skills in preparation for employment or advancement within their current job. Course content will include understanding the application of education to the workforce; completion of required forms, which document the student's progress and hours spent at the work site; and developing workplace skills and competencies. During the course of the semester, the student is required to fulfill an 18 hour orientation and 75 hours of related paid work experience, or 60 hours of unpaid work experience for one unit. An additional 75 or 60 hours of related work experience is required for each additional unit. The course may be taken again when there is new or expanded learning on the job for a maximum of 16 units.

MEDA 299
Experimental Offering in Medical Assisting **.5-4 Units**
Prerequisite: None
Hours: 18 hours LEC ; 54 hours LAB