

## MEDICAL ASSISTING

### Health, Athletics, Wellness, and Kinesiology Division

Cynthia S. T. FitzGerald, PhD

HAWK Division, Associate Dean for Allied Health, SDLC & APE

Pamela Sanborn, Department Chair (831) 479-6438

Aptos Counseling: (831) 479-6274 for appointment

Watsonville Counseling: (831) 786-4734

Call (831) 479-6248 for more information

<http://www.cabrillo.edu/programs>

### Medical Assisting A.S. Degree

The Medical Assistant is an integral part of the medical team; thus the job demands the same high caliber of ethics, attitude, confidentiality and performance that the public has come to expect of the medical profession. Opportunities are many and varied, depending upon such factors as personal ability, experience and education. Medical Assistants may become managers of clinics or group practices as well as assist in the physician's office, clinic, or hospital.

#### Learning Outcomes

1. Accurately and safely perform medical assisting tasks and procedures.
2. Perform receptionist and administrative medical facility duties.
3. Interact professionally and ethically with patients and medical facility personnel, working within the medical assistant scope of practice.

#### How to Apply

Admission to the Medical Assisting Program requires a separate and additional process to the general college admission. The Medical Assisting information and application form is available online at <https://sites.google.com/a/cabrillo.edu/ma-learning-community/home>

General college admission information is available on the Admissions & Records website found at <http://cabrillo.edu/services/ar/>

#### Security Screening

To comply with state and local regulations for health care providers, students participating in externships through the Cabrillo College Medical Assisting program are required to meet vaccination and drug testing requirements and provide documentation to the Student Health Services Center before being placed at an externship site. Students are also required to complete criminal background checks and may be required to undergo fingerprinting.

<b>A.S. General Education</b>	<b>21 Units</b>
<b>Core Courses (39 units)</b>	<b>Units</b>

MA 70	Medical Terminology.....	3
MA 100	Medical Assistant Essentials .....	4
MA 115	Administrative Skills for Medical Assistants .....	8
MA 125*	Clinical Skills for Medical Assistants I .....	4
MA 135**	Clinical Skills for Medical Assistants I II .....	6
MA 170	Medical Terminology - Structure & Function and Disease Processes of the Human Body .....	4
MA 173A	Medical Law & Ethics .....	2
MA 184	Health Care Communication .....	2
CABT 38	Introduction to Microsoft Office.....	3-4
MA 101	Medical Assisting Externship .....	3

**Total Units** **60**

\*MA 125 must be taken within one year of externship.

\*\*MA 135 must be taken in semester immediately preceding MA 101 (externship).

### Medical Assisting Certificate of Achievement

The Cabrillo College Medical Assistant Program is accredited by the Commission on Accreditation of Allied Health Education Programs ([www.caahep.org](http://www.caahep.org)) upon the recommendation of the Medical Assisting Education Review Board (MAERB).

Commission on Accreditation of Allied Health Education Programs (CAAHEP)  
25400 US Highway 19 North, Suite 158  
Clearwater, FL 33763  
727-210-2350  
[www.caahep.org](http://www.caahep.org)

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MA 135**	Clinical Skills for Medical Assistants I II .....	6
MA 170	Medical Terminology - Structure & Function and Disease Processes of the Human Body .....	4
MA 173A	Medical Law & Ethics .....	2
MA 184	Health Care Communication .....	2
CABT 38	Introduction to Microsoft Office.....	3-4
MA 101	Medical Assisting Externship .....	3

#### Other Required Courses (3-6 units)

CABT 157	Business and Technical Writing.....	3
or		
ENGL 100	Elements of Writing.....	3
or		
ESL 100	High Advanced Academic ESL .....	4-6
or		
ENGL 1A/1AH/1AMC/1AMCH .....		3

**Total Units** **42-46**

\*MA 125 must be taken within one year of externship.

\*\*MA 135 must be taken in semester immediately preceding MA 101 (externship).

### Medical Office Receptionist Skills Certificate

#### Learning Outcomes

1. Demonstrate and apply legal and ethical concepts, medical terminology, communication and administrative skills in a healthcare setting.

Required Courses		Units
MA 70	Medical Terminology.....	3
MA 105	Administrative Skills for Medical Office Receptionists.....	4
<b>Total Units</b>		<b>7</b>

### Phlebotomy Technician Skills Certificate

#### Learning Outcomes

1. Accurately and safely draw blood using capillary and venipuncture procedures.
2. Label, handle, and process blood and non-blood specimens to avoid preanalytical sources of error and deliver to appropriate department.

Required Courses		Units
MA 130A	*Phlebotomy .....	1.5
MA 130AL	*Phlebotomy Lab.....	1
MA 130B	*Phlebotomy-Advanced.....	1.5
MA 102	Phlebotomy Externship.....	2
MA 70	Medical Terminology.....	3
<b>Total Units</b>		<b>9</b>

\*This course is required for California State Licensing, and must be taken within one year of MA 102.

### Medical Assisting Courses

#### MA 70 Medical Terminology

3 units; 3 hours Lecture  
 Recommended Preparation: ENGL 100 or ESL 100 and READ 100.  
 Repeatability: May be taken a total of 1 time.  
 Teaches allied health students fundamentals of medical word building with emphasis on prefixes, word roots, suffixes, combining forms, abbreviations, and lay terms. May be offered in a Distance-Learning Format.  
*Transfer Credit:* Transfers to CSU.

#### MA 100 Medical Assistant Essentials

4 units; 4 hours Lecture  
 Repeatability: May be taken a total of 1 time.  
 Teaches essential principles, skills, and professionalism for success in the medical assistant profession.  
*Transfer Credit:* Non-transferable.

#### MA 101 Medical Assisting Externship

3 units; 10 hours Laboratory  
 Prerequisite: Completion of the Medical Assisting Program.  
 Recommended Preparation: Eligibility for MATH 154.  
 Repeatability: May be taken a total of 1 time.  
 Provides a simulated employment experience for medical assisting students in an ambulatory healthcare facility. Students are supervised and unpaid.  
*Transfer Credit:* Non-transferable.

#### MA 102 Phlebotomy Externship

2 units; 6.67 hours Laboratory  
 Prerequisite: Completion of the Phlebotomy Program.  
 Recommended Preparation: Eligibility for MATH 154.  
 Repeatability: May be taken a total of 1 time.  
 Provides a simulated employment experience for phlebotomy students in a healthcare facility. Students are supervised and unpaid.  
*Transfer Credit:* Non-transferable.

#### MA 105 Administrative Skills for Medical Office Receptionists

4 units; 4 hours Lecture  
 Repeatability: May be taken a total of 1 time.  
 Teaches medical assisting students administrative skills utilized in outpatient medical settings. May be offered in a Distance-Learning Format.  
*Transfer Credit:* Non-transferable.

#### MA 115 Administrative Skills for Medical Assistants

8 units; 8 hours Lecture  
 Prerequisite: MA 70 and Acceptance to the Cabrillo Medical Assisting Program.  
 Recommended Preparation: Eligibility for MATH 154.  
 Repeatability: May be taken a total of 1 time.  
 Teaches medical assisting students administrative skills utilized in outpatient medical settings. May be offered in a Distance-Learning Format.  
*Transfer Credit:* Non-transferable.

#### MA 125 Clinical Skills for Medical Assistants I

4 units; 3 hours Lecture, 3 hours Laboratory  
 Prerequisite: MA 70.  
 Recommended Preparation: Eligibility for MATH 154.  
 Repeatability: May be taken a total of 1 time.  
 Teaches medical assisting students clinical skills utilized in outpatient medical settings. May be offered in a Distance-Learning Format.  
*Transfer Credit:* Non-transferable.

**MA 130A Phlebotomy**

1.5 units; 1.5 hours Lecture

Prerequisite: MA 70

Co-requisite: MA 130AL or current California phlebotomy certification.

Repeatability: May be taken a total of 1 time.

California Certified basic phlebotomy course teaching proper collection of blood specimens, choice of proper equipment, venipuncture techniques, patient care, safety, tests, and quality assurance. This course is designed for all beginning students and for phlebotomists with less than 1,040 hours of experience. Students who wish to become California state certified phlebotomists must complete MA 130A, MA 130B and MA 130AL, and a 120-hour externship. Phlebotomists with less than 1,040 hours must take MA 130A and B to become certified. Phlebotomists with more than 1,040 hours must take MA 130B. All students must pass a national phlebotomy certification examination to become certified. May be offered in a Distance-Learning Format.

*Transfer Credit:* Non-transferable.

**MA 130AL Phlebotomy Lab**

1 unit; 4 hours Laboratory

Co-requisite: MA 130A or current California phlebotomy certification.

Repeatability: May be taken a total of 1 time.

Provides the skills portion of the MA 130 series for beginning phlebotomy students working towards state certification. Students will perform approximately 35 venipunctures and 2 skin punctures, learning clinical and hospital procedures. A two-unit externship (MA 102) is also required for those planning to become state certified phlebotomists. Students MUST bring a copy of verification of Hepatitis B vaccinations 1 and 2 to the first class. Student skills must demonstrate compliance to safety instructions or students may be dropped from course. New students who wish to become California state certified phlebotomists must complete MA 130A, MA 130B and MA 130AL, and a 120-hour externship. Phlebotomists with less than 1,040 hours must take MA 130A and B to become certified. Phlebotomists with more than 1,040 hours must take MA 130B. All students must pass a national phlebotomy examination to become certified.

*Transfer Credit:* Non-transferable.

**MA 130B Phlebotomy-Advanced**

1.5 units; 1.5 hours Lecture

Prerequisite: MA 130A or current California phlebotomy certification; MA 130AL.

Repeatability: May be taken a total of 1 time.

Teaches phlebotomy equipment, techniques, patient care, safety, tests, advanced infection control and bio-hazards, quality assurance and communications. Advanced lecture required for state certification. Course designed for all students including phlebotomists with more than 1,040 hours of phlebotomy experience. All students must pass a national phlebotomy examination to become certified. May be offered in a Distance-Learning Format.

*Transfer Credit:* Non-transferable.

**MA 135 Clinical Skills for Medical Assistants II**

6 units; 4 hours Lecture, 8 hours Laboratory

Hybrid Requisite: MA 125.

Recommended Preparation: Eligibility for MATH 154.

Repeatability: May be taken a total of 1 time.

Teaches medical assisting students advanced clinical skills utilized in outpatient medical settings. May be offered in a Distance-Learning Format.

*Transfer Credit:* Non-transferable.

**MA 160 Basic ICD-10-CM and CPT Coding**

1 unit; 1 hour Lecture

Prerequisite: MA 70.

Repeatability: May be taken a total of 1 time.

Teaches basic principles and conventions of the International Classification of Diseases, 10th Revision, Clinical Modification (ICD-10-CM) and Current Procedural Terminology (CPT) coding classification systems to students not majoring in billing or coding.

*Transfer Credit:* Non-transferable.

**MA 165 Injection Short Course**

1 unit; 0.5 hour Lecture, 1.5 hours Laboratory

Prerequisite: MA 70.

Repeatability: May be taken a total of 1 time.

Teaches allied health students and current health care employees the correct procedures for administering intramuscular, intradermal, and subcutaneous injections.

*Transfer Credit:* Non-transferable.

**MA 170 Medical Terminology-Structure, Function, and Disease Processes of the Human Body**

4 units; 4 hours Lecture

Recommended Preparation: Math 154.

Repeatability: May be taken a total of 1 time.

Teaches medical assisting students terms of anatomy, physiology, disease processes, pharmacology, diagnostic, operative, and x-ray procedures. May be offered in a Distance-Learning Format.

*Transfer Credit:* Non-transferable.

**MA 172 Medical Office Procedures**

4 units; 4 hours Lecture

Repeatability: May be taken a total of 1 time.

Teaches medical assistant students administrative skills and basic financial management utilized in outpatient medical settings.

*Transfer Credit:* Non-transferable.

**MA 173A Medical Law & Ethics**

2 units; 2 hours Lecture

Repeatability: May be taken a total of 1 time.

Teaches medical assisting students medical law, liability, and ethics. May be offered in a Distance-Learning Format.

*Transfer Credit:* Non-transferable.

**MA 181 Medical Insurance**

3 units; 3 hours Lecture

Prerequisite: MA 160.

Repeatability: May be taken a total of 1 time.

Teaches theory and application of medical insurance billing and procedures as used in medical facilities.

*Transfer Credit:* Non-transferable.

**MA 183C EKG Complete Skills**

2 units; 1 hour Lecture, 3 hours Laboratory

Prerequisite: MA 70.

Repeatability: May be taken a total of 1 time.

Teaches electrocardiography skills, holter and stress monitoring, and recognition of cardiac irregularities.

*Transfer Credit:* Non-transferable.

**MA 184 Health Care Communication**

2 units; 2 hours Lecture

Repeatability: May be taken a total of 1 time.

Teaches medical assistant and other allied health students skills of professional conduct and interaction for healthcare settings and job-related social settings.

*Transfer Credit:* Non-transferable.

**MA 185B Phlebotomy**

1 unit; 0.5 hour Lecture, 1.5 hours Laboratory

Prerequisite: MA 70.

Repeatability: May be taken a total of 1 time.

Teaches health students and current healthcare employees phlebotomy. Course does not satisfy California State Phlebotomy licensing requirements.

*Transfer Credit:* Non-transferable.

**MA 189 Electronic Health Records**

1.5 units; 1 hour Lecture, 1.5 hours Laboratory

Repeatability: May be taken a total of 1 time.

Teaches the use of electronic health records documenting patient encounter from scheduling to recording medical information. May be offered in a Distance-Learning Format.

*Transfer Credit:* Non-transferable.

**MA 190A-Z Special Topics in Medical Assistant**

0.5 – 5 units; 0.5 – 5 hours Lecture

Repeatability: May be taken a total of 1 time.

Investigates special selected areas of interest in Medical Assistant not covered by regular catalog offerings. The special areas will be announced, described, and given their own titles and letter designations in the Schedule of Classes.

*Transfer Credit:* Non-transferable.

