

# *Medical Assisting Program Information Brochure*

Visit us on the web at: <http://www.pasadena.edu/divisions/health-sciences/medical-assist>

Pasadena City College  
Health Sciences Division  
1570 East Colorado  
Pasadena, CA 91106-2003

Revised: 9/17/09

The Medical Assisting program prepares students to seek employment in medical offices or clinics performing administrative and clinical duties including records management, financial systems, laboratory procedures and medical transcription.

The program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) in coordination with the American Association of Medical Assistants. Upon successful completion of curriculum, a student is eligible to take the certification examination to become a Certified Medical Assistant offered by the American Association of Medical Assistants (convicted felons may not be eligible). A certificate of Achievement is awarded upon completion of all required courses with a grade of C or better.

## *Application Process*

In order to be considered for acceptance into the Medical Assisting Program, applicant must submit a COMPLETE APPLICATION PACKET to the Health Sciences Division Office U202, which includes the following:

- A. One official U.S. high school transcript or GED certificate or Equivalency Report from one of the college's acceptable companies; **not** required if an Associate or higher degree is posted on U.S. college transcripts.
- B. One official transcript of **ALL** U. S. colleges and universities attended except Pasadena City College.

**UNOFFICIAL TRANSCRIPTS AND PHOTOCOPIES OF DIPLOMAS ARE NOT ACCEPTABLE.**

Please note that upon acceptance to the Medical Assisting Program, the college's Records Office will also require transcripts. **Incomplete** applications **will not** be considered in the selection process.

**Application forms are available April 2 – June 30<sup>th</sup> of each year**

Applications must be downloaded from the following website: [www.pasadena.edu/divisions/health-sciences/medical-assist](http://www.pasadena.edu/divisions/health-sciences/medical-assist) .

## *Selection Process*

Students will be chosen based on completion of all required documentation and also as space is available. Priority admission is given to students seeking the Medical Assisting Certificate of Achievement. Students must apply for admission to PCC in Building L113.

Additional qualified applicants will be placed on an alternate list. The Health Sciences Division will inform applicants of the status of their application **by mail** after the close of the application period.

**Note to applicant: *Transcripts and applications are kept 4 semesters from the date of the last application.***

# *Medical Assisting Program Certificates*

## **Required Courses for the Certificate of Achievement in MEDICAL ASSISTING (37 units):**

<u>Fall Semester</u>	<u>Winter Intersession</u>	<u>Spring Semester</u>	<u>Summer Intersession</u>
MA 109	MA 126	MA 111B	MA 128
MA 110		MA 113	
MA 111A		MA 122C	
MA 115		MA 124	
MA 122A		MA 127	
MA 122B			
Physiology 100			

## **Required Courses for the Occupational Skills Certificate in MEDICAL OFFICE RECEPTIONIST (15 units):**

<u>Fall Semester</u>
MA 109
MA 110
MA 111A
MA 115
MA 120
MA 122A
Physiology 100

## **Required Courses for the Occupational Skills Certificate in MEDICAL OFFICE ADMINISTRATIVE (27 units):**

<u>Fall Semester</u>	<u>Spring Semester</u>
MA 109	MA 111B
MA 110	MA 113
MA 111A	MA 122C
MA 115	MA 127
MA 122A	Psychology 24 (Lifespan)
Physiology 100	

## **Required Courses for the Occupational Skills Certificate in MEDICAL OFFICE INSURANCE BILLER (22 units):**

<u>Fall Semester</u>	<u>Spring Semester</u>
MA 109	MA 111B
MA 110	MA 113
MA 111A	MA 127
MA 115	
Physiology 100	

Note: Students participate in externship training to complete the Certificate of Achievement in Medical Assisting during the summer intersession for 8 weeks. Students must be able to provide for their own transportation to the externship site. This training is for college credit and is an **unpaid experience**. The program director will assign students to the externship site. Externship will be a Monday through Friday daytime experience.

## *Completing the Program*

### **General Admission Requirements for the Medical Assisting Program:**

1. Upon selection to the program, students are required to complete:
  - A health clearance.
  - An American Heart Association Basic Life Support for Health Care Providers card.
  - A First Aid certificate from the Red Cross.
2. While in the program students must maintain a grade of “C” or higher to progress to the next level.
3. A conviction of a felony may be grounds for ineligibility to take the National Certification Examination of the American Association of Medical Assistants. Any conviction must be cleared for eligibility prior to the taking the National AAMA certification examination. This clearance is the responsibility of the individual.

## *Contact Information*

### **Students with Foreign Transcripts:**

Students with foreign transcripts must have their transcripts evaluated by one of the following three companies prior to applying:

International Education  
Research Foundation  
(IERF)  
(310) 258 – 9451  
[www.ierf.org](http://www.ierf.org)

Academic Credentials  
Evaluation Institute  
(ACEI)  
(310) 275 – 3530  
[www.acei1.com](http://www.acei1.com)

American Education Research  
Center  
(AERC)  
(626 ) 339 – 4404

### **Official transcripts, application and work in progress must be mailed or delivered in person to:**

Pasadena City College  
Health Sciences Division U202  
Attn: Medical Assisting Program  
1570 E. Colorado Boulevard  
Pasadena, CA 91106-2003

Pasadena City College  
Office of Admissions and Records  
1570 E. Colorado Boulevard  
Pasadena, CA 91106-2003

## *Recommended Electives*

The following courses are **recommended** prior to beginning the program:

- Medical Terminology MA 115
- Physiology 100
- A Prealgebra Math course or higher level Math course
- Psychology 24 (lifespan)
- English 100 or higher course
- Basic Computer Keyboarding BIT 10
- Computer Keyboarding and Document Processing BIT 11A