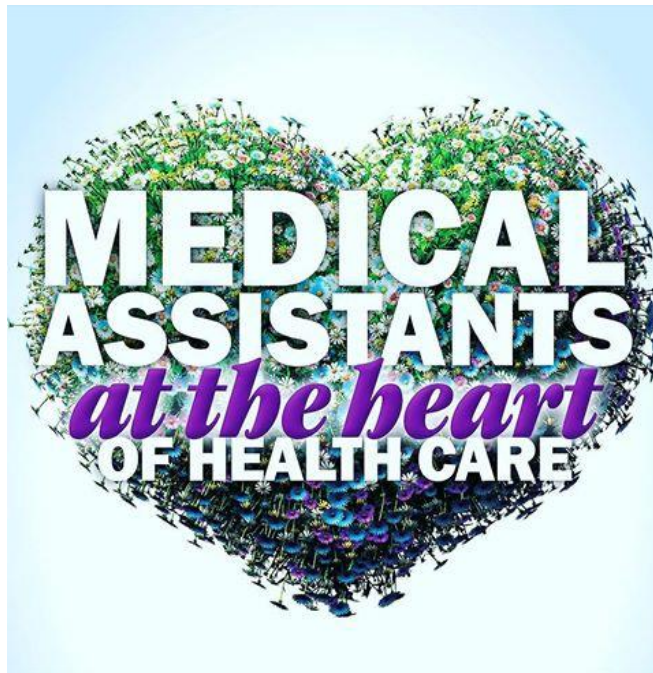


Pasadena City College Medical Assisting Program Information Brochure

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



Pasadena City College
School of Health Sciences
3035 E. Foothill Boulevard, CEC, B-6
Pasadena, CA 91107
(626) 585-3378

The Medical Assistant program prepares students to seek employment in medical offices or clinics performing administrative and clinical duties including records management, financial systems, and laboratory procedures. The goal of the Pasadena City College Medical Assistant Program is to prepare competent entry-level medical assistants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains. **The Medical Assistant Program at Pasadena City College has maintained 100% employer satisfaction over the past five years.**

The Medical Assistant program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of *Medical Assisting Education Review Board (MAERB.)*

Commission on Accreditation of Allied Health Education Program
25400 US Highway 19 North
Suite 158
Clearwater, FL 33763
P: (727) 210-2350
F: (727) 210-2354
E: mail@caahep.org

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

To be considered for acceptance into the Medical Assistant Program, the applicant must submit a **COMPLETE APPLICATION PACKET** to the Health Sciences Division Office B6, 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 **including** Pasadena City College.

UNOFFICIAL TRANSCRIPTS AND PHOTOCOPIES OF DIPLOMAS ARE NOT ACCEPTABLE

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

Application forms are available *March 1 – May 1*, on the website but the department will continue to accept applications until the student capacity of the program has been met. Applications must be downloaded from the following website during the application period: www.pasadena.edu/divisions/health-sciences/medical-assist

Selection Process

Students will be selected based on completion of all required documentation and as space is available. **Priority admissions** are given to students seeking the Certificate of Achievement (**clinical option**) and have completed Anatomy 25, Medical Terminology 115, and Computer Keyboarding courses. Students must apply for admission to PCC online at www.pasadena.edu.

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

Medical Assisting Program Certificates

Required Courses for the Certificate of Achievement in MEDICAL ASSISTING – **clinical (40 units):**

Fall Semester

MA 109
MA 110
MA 111A
MA 115
MA 122A
MA 122B
Anatomy 25

Winter Intersession

MA 113
MA 126

Spring Semester

MA 111B
MA 122C
MA 124
MA 127

Summer Intersession

MA 128

Required Courses for the Certificate of Achievement in MEDICAL OFFICE ADMINISTRATIVE (28 units):

Fall Semester

MA 109
MA 110
MA 111A
MA 115
MA 122A
Anatomy 25

Winter Intersession

MA 113

Spring Semester

MA 111B
MA 127
Psychology 24 (Lifespan)

Required Courses for the Certificate of Achievement in MEDICAL OFFICE INSURANCE BILLER (25 units):

Fall Semester

MA 109
MA 110
MA 111A
MA 115
Anatomy 25

Winter Intersession

MA 113
MA 126

Spring Semester

MA 111B
MA 127

Note: Students participate in practicum training to complete the Certificate of Achievement in Medical Assisting (**clinical**), during the summer intersession for approximately **6 weeks**. Students must be able to provide for their own transportation to the practicum site, as well as to class once a week. This training is for college credit and is an **unpaid experience**. The practicum coordinator will assign students to **one** practicum site. Practicum will be a Monday through Friday daytime experience (**only**).

COURSE DESCRIPTION

Course No.	Title	Units
MA 109	Health Information Technology (typing & knowledge of computers is strongly recommended)	1.0
MA 110	Medical Office Microcomputer Management Applications (typing & knowledge of computers is strongly recommended)	1.0
MA 111A	Medical Office Procedures I	4.0
MA 111B	Medical Office Procedures II Prerequisite: MA 111A	4.0
MA 113	Human Disease Prerequisite: MA 115	3.0
MA 115	Medical Terminology	3.0
MA 120	Independent Study Prerequisite: MA 122A	3.0
MA 122A	Clinical Assisting Techniques I Prerequisite: Enrollment in or completion of MA 111A, MA 115 and Anatomy 25	2.0
MA 122B	Clinical Assisting Techniques II Prerequisite: MA 122A	2.0
MA 122C	Clinical Assisting Techniques III Prerequisite: MA 122B, enrollment in or completion of MA 124	4.0
MA 124	Medical Office Laboratory Procedures Prerequisite: MA 122B, Anatomy 25 Corequisite: MA 122C	3.0
MA 126	Pharmacology for Medical Assistants Prerequisite: MA 115 and enrollment in Medical Assisting Program	2.0
MA 127	Medical Insurance Prerequisite: MA 110 and 115	3.0
MA 128	Clinical Experience Prerequisite: MA 122, 124, and 127	4.0

Completing the Program

General Admission Requirements for the Medical Assisting Program:

1. Upon selection to the program, **clinical** students are required to complete:
 - A health clearance
 - A background check
 - An American Heart Association Basic Life Support for Health Care Providers card
 - A First Aid certificate
2. Upon selection to the program, **administrative and billing** students are required to complete:
 - An American Heart Association Basic Life Support for Health Care Providers card
 - A First Aid certificate
3. While in the program, students must maintain a grade of “C” (in the Medical Assistant program, a grade of “C” is considered at least 75%) or higher to progress to the next level.
4. 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 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

Academic Credentials
Evaluation Institute
(ACEI)
(310) 275-3530
www.acei-global.org

American Education
Research Center
(AERC)
(626) 339-4404
www.aerc-eval.com

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

Pasadena City College
Health Sciences Division – B6
3035 E. Foothill Boulevard
Pasadena, CA 91107
Attn: Medical Assistant Program

Recommended Electives

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

- Medical Terminology – MA 115
- Anatomy 25
- Computer Keyboarding A - BUSN 2601A*, **or** documented keyboarding course / certificate
- Business Document Processing – BIT 011*
- A pre-algebra Math course or higher-level Math course
- Psychology 24 (Lifespan)
- English 100 or higher course

- ***BUSN 2601A COMPUTER KEYBOARDING A – (Free - 8 week course)**
Develop basic skills in keyboarding technique using the touch method. Emphasis is on mastering keyboarding by touch to improve accuracy and speed to achieve a minimum of 30 net words per minute.

- ***BIT 011 - BUSINESS DOCUMENT PROCESSING**
Production of business documents using word processing software including proofreading and proper grammar and punctuation. Development of computer keyboarding technique, speed, and accuracy.

***The Medical Assistant Program at Pasadena City College, utilizes computers throughout the program. It is *strongly recommended* students are knowledgeable of computers, with a minimum typing speed of 30 wpm.**