Merritt College
Administrative Medical Assisting

Overview

College	Merritt - Division III
Originator	Jon Murphy
Award Type	Certificate of Achievement

Description

The Administrative Medical Assisting certificate program prepares students to perform "front office" duties via electronic health Records EHR Systems (at least 70 practicum hours). Students will demonstrate proficiency in the following skills and more: medical records documentation, patient intake, electronic medical records management, patient reception, scheduling appointments, medical insurance, and introduction to billing and coding and collections.This program can be completed within one year, culminating in a Certificate of Achievement upon satisfactory completion of all major requirements.

Career Opportunities

Career opportunities may include Medical Assistant (MA), Certified Medical Assistant (C-MA), Administrative Medical Assistant (AMA), Certified Administrative Medical Assistant (C-AMA), Medical Office Assistant, Chiropractic Assistant, Client Services Coordinator, Medical Support Assistant, and Patient Services Specialist, and Patient Navigator.

Program Learning Outcomes

Upon successful completion of this program, students will be able to:

1. Clearly communicate through writing , speaking, listening, and reading in the Medical Assistant Program.
2. Reasoning Skills-Acquire, evaluate and interpret information during in the Medical Assistant Program. As a result, student will be able to solve problems relevant to the Medical Assistant Job Duties as outlined by community employers.
3. Professional Behavior- Demonstrate appropriate professional behavior such as timeliness and interpersonal skills such as teamwork and cultural diversity during the medical assistant program.
4. Technical Skills- Demonstrate technical skills appropriate to the medical assistant program with introduction to electronic health record charting and weekly online instruction.

Degree Requirements:

		Credit Hours: (17 Required)
MEDAS 101A	Introduction to Medical Assisting	2
MEDAS 103A	Administrative Medical Assisting I	2
MEDAS 103B	Administrative Medical Assisting II	2
MEDAS 103C	Administrative Medical Assisting III	2
HLTOC 101	Medical Terminology	3
HLTOC 110	CPR and First Aid for Allied Health Programs	1
HLTOC 260	Emotional Intelligence	2
HLTOC 263	Communication Skills for the Health Care Professional	3

Recommended Course		**Credit Hours:** (0 Required)
COPED 470F	Occupational Work Experience in Medical Assisting	1

Total: 17

Merritt College
Clinical Medical Assisting

Overview

College	Merritt - Division III
Originator	Jon Murphy
Award Type	Certificate of Achievement

Description

The Clinical Medical Assisting Certificate of Achievement is a Career Education program that delivers quality instruction within a comprehensive curriculum that provides students with enhanced employment opportunities and/or upward career mobility in the areas of healthcare, public health, and "back office" medical assisting duties. The program prepares students with the knowledge, skills, and attributes necessary for obtaining work in the health care field as a Medical Assistant. Graduates of this program are prepared to work with physicians and other team members and facilitate office visits for patients to be seen by the health care provider. Under the direction of the Medical Doctor, graduates assist with many procedures and often assist in health education to support clients' health and disease management. This program can be completed within one year, culminating in a Certificate of Achievement upon satisfactory completion of all requirements.

Career Opportunities

Career opportunities may include Medical Assistant (MA), Certified Medical Assistant (C-MA), Administrative Medical Assistant (AMA), Certified Administrative Medical Assistant (C-AMA), Medical Office Assistant, Chiropractic Assistant, Client Services Coordinator, Medical Support Assistant, and Patient Services Specialist, and Patient Navigator or Health Navigator.

Program Learning Outcomes

Upon successful completion of this program, students will be able to:

1. Clearly communicate through writing , speaking, listening, and reading in the Medical Assistant Program.
2. Reasoning Skills-Acquire, evaluate and interpret information during in the Medical Assistant Program. As a result, student will be able to solve problems relevant to the Medical Assistant Job Duties as outlined by community employers.
3. Professional Behavior- Demonstrate appropriate professional behavior such as timeliness and interpersonal skills such as teamwork and cultural diversity during the medical assistant program.
4. Technical Skills- Demonstrate technical skills appropriate to the medical assistant program with introduction to electronic health record charting and weekly online instruction.

Degree Requirements:

The correct required cedit hours for this program are 19.5 - 21 units.   **Credit Hours:**

			Credit Hours:	(17 - 19.5 Required)
HLTOC 101 or	Medical Terminology			3
HLTOC 201 and	Medical Terminology I			2
MEDAS 101A	Introduction to Medical Assisting			2
MEDAS 101B	Disorders of the Body Systems in Primary Care			3
MEDAS 102A	Clinical Medical Assisting I			3

MEDAS 102B	Clinical Medical Assisting II	3
MEDAS 102C	Clinical Medical Assisting III	2
HLTOC 110 or	CPR and First Aid for Allied Health Programs	1
HLTED 011 and	Cardiopulmonary Resuscitation	0.5
HLTOC 260	Emotional Intelligence	2
COPED 470F	Occupational Work Experience in Medical Assisting	2

The correct requied credit hours for this program are 19.5 - 21 units.   **Credit Hours:**

Total: 17.000 - 19.500

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Merritt College
Administrative Medical Assisting

Overview

College	Merritt - Division III
Originator	Jon Murphy
Award Type	Certificate of Proficiency

Codes and Dates

Curriculum Committee Approval Date	11/14/2013
Board of Trustees Date	5/13/2014
Current Effective Date	8/01/2014
Top Code	0514.20* - Medical Office Technology

Description

The Administrative Medical Assisting certificate program prepares students to perform "front office" duties including medical records documentation, patient intake, electronic medical records management, patient reception, scheduling appointments, medical insurance, billing and coding and collections.

Career Opportunities

According to the U.S. Bureau of Labor Statistics, employment of medical assistants is expected to grow 31% from 2010 to 2020. With demand from more than 200,000 physicians, there are unlimited opportunities for formally educated MAs. (statistics from http://www.caahep.org/Content). The practice of medical assisting directly influences the public's health and well-being and requires mastery of a complex body of knowledge and specialized skills. This requires both formal education and practical experience that serve as standards for entry into the profession. Career opportunities include medical administrative assistant, front office management, receptionist, administrative support, patient service representative, medical biller and medical coder.

Program Learning Outcomes

Upon successful completion of this program, students will be able to:

1. Demonstrate technical skills appropriate to the medical assistant program with introduction to electronic health record charting and weekly online instruction.
2. Clearly communicate through writing, speaking, listening, and reading in the Medical Assistant Program
3. Demonstrate appropriate professional behavior such as timeliness and interpersonal skills such as teamwork and cultural diversity during the medical assistant program.

Degree Requirements:

		Credit Hours: (14 Required)
MEDAS 201D	Medical Assisting: Office Administration	4
BUS 005	Human Relations in Business	3
CIS 001	Introduction to Computer Information Systems	4
COMM 020	Interpersonal Communication Skills	3
HLTOC 201	Medical Terminology I	2

The Courses Listed Must be Satisfactorily Completed per Syllabus and Handbook Criteria to attain the Certificate of Proficiency for Clinical Medical Assis

Program Requirements: 1.Completed admission application 2. Graduation from accredited high school/equivalent with a 2.0 grade point average 3.Eligib (Basic Life Support) card, which must be maintained while in the program.

Total: 16

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Merritt College
Clinical Medical Assisting

Overview

College	Merritt - Division III
Originator	Grace Idowu
Award Type	Certificate of Proficiency

Description

The Clinical Medical Assisting certificate program is step one and the Certificate of Proficiency in Administrative Medical Assisting is step two of a program which will prepare students to achieve articulation to Cal State Universities in this field.

Career Opportunities

Career opportunities include clinical medical assistant, clinic care associate, medical support assistant and patient care technician. The certificate of proficiency in Clinical Medical Assisting prepares students to perform "back office" duties including patient intake, vital signs and height/weight measurements, and medical records documentation.

Program Learning Outcomes

Upon successful completion of this program, students will be able to:

1. Clearly communicate through writing , speaking, listening, and reading in the Medical Assistant Program

2. Reasoning Skills-Acquire, evaluate and interpret information during in the Medical Assistant Program. As a result, student will be able to solve problems relevant to the Medical Assistant Job Duties as outlined by community employers.

3. Professional Behavior- Demonstrate appropriate professional behavior such as timeliness and interpersonal skills such as teamwork and cultural diversity during the medical assistant program.

4. Technical Skills- Demonstrate technical skills appropriate to the medical assistant program with introduction to electronic health record charting and weekly online instruction.

5. Achievement: work-related- Achieve goals relative to CTE such as employment, work advancement, skill attainment as a competent medical assistant

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Degree Requirements:

Required Courses		Credit Hours: (9 Required)
MEDAS 201A	Introduction to Medical Assisting	0
MEDAS 201B	Medical Assisting: Clinical Application	7
COUN 207C	Career Exploration	1
COPED 470F	Occupational Work Experience in Medical Assisting	2

The Courses Listed Must be Satisfactorily Completed per Syllabus and Handbook Criteria to attain the Certificate of Proficiency for Clinical Medical Assis

Program Requirements: 1.Completed admission application 2. Graduation from accredited high school/equivalent with a 2.0 grade point average 3.Eligib

Total: 10

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