Medical Assisting

Overview

The Medical Assisting program is designed to prepare competent entry-level medical assistants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains. Upon completion of the Certificate in Medical Assisting, students may take the CMA certification exam administered by American Association of Medical Assistants (AAMA).

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

CAAHEP
9355 – 113th St. N, #7709
Seminole, FL 33775
(727) 210-2350

Degrees and Certificates Offered

A.S. in Medical Assisting
Medical Assisting, Administrative Certificate
Medical Assisting, Medical Insurance Billing Certificate
Medical Assisting Certificate

Associate Degree

A.S. in Medical Assisting

The CRC Medical Assisting program is designed to prepare competent entry-level medical assistants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains. Upon completion of the Certificate in Medical Assisting, students may take the CMA (AAMA) certification exam administered by American Association of Medical Assistants.

Highlights include:

* According to the Occupational Outlook Handbook published by the Department of Labor's Bureau of Statistics, "Medical Assisting employment is projected to grow much faster than average, ranking medical assistants among the fastest growing occupations over the 2008-18 decade. Job opportunities should be excellent, particularly for those with formal training or experience, and certification."

* 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

* Provides multiple skills for the entry-level health care professional

Catalog Date: January 1, 2022

Degree Requirements

<table>
<thead>
<tr>
<th>COURSE CODE</th>
<th>COURSE TITLE</th>
<th>UNITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>MEDA 124</td>
<td>Administrative Medical Assisting</td>
<td>3</td>
</tr>
<tr>
<td>MEDA 105</td>
<td>General Medical Assisting</td>
<td>3</td>
</tr>
<tr>
<td>COMM 325</td>
<td>Intercultural Communication (3)</td>
<td>3</td>
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<td>COURSE CODE</td>
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<tr>
<td>PSYC 300</td>
<td>General Principles (3)</td>
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**Spring Semester:**

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<tbody>
<tr>
<td>AH 124</td>
<td>Pharmacology for the Health Care Professional</td>
<td>2</td>
</tr>
<tr>
<td>FCS 324</td>
<td>Human Development: A Life Span (3)</td>
<td>3</td>
</tr>
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<td>or PSYC 371</td>
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<tr>
<td>MEDA 230</td>
<td>Clinical Procedures</td>
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**Summer Semester:**

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<tbody>
<tr>
<td>MEDA 140</td>
<td>Medical Assisting Practicum</td>
<td>3</td>
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</table>

**Total Units:** 28

1. may be taken either fall or spring semester
2. may be taken either fall or spring semester
3. This is the capstone course and should be taken last.

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.

### Enrollment Eligibility

To be eligible for enrollment in the program, the student must meet the following criteria:

- Completion of the following prerequisite courses with a C or better:
  - AH 311 - Medical Language
  - BIOL 102 - Essentials of Human Anatomy and Physiology (BIOL 100 or 430 & 431 are acceptable)
  - Eligibility for ENGWR 300 OR ENGWR 341 –Introduction to Technical and Professional Writing OR BUS 100 –English for the Professional OR ESL 130- ESL College English Preparation: Advanced-Low
  - CISC 302 - Computer Familiarization
  - MEDA 100 - Introduction to Medical Assisting (taken within the previous 5 years)

### Enrollment Process

Eligible students are selected for the program according to the following steps:

- Only students who meet the pre-enrollment requirements will be considered for the program
- Selection will be based on a random selection process, should the number of qualified applicants exceed available spaces in the program
- Accepted applicants will be notified by the Program Director by July 1
- Students will be required to perform a background and drug clearance screening. Students will also be required to show proof of vaccination or immunity to the following: measles, rubella, rubeola, varicella, Tdap, and possibly influenza. Placement in a clinical location will be contingent upon the results of this screening.

### Student Learning Outcomes

Upon completion of this program, the student will be able to:

- Enter the allied health workforce as a competent, entry-level Medical Assistant trained in the cognitive, affective and psychomotor domains of the occupation (PSLO #1).
- Declare eligibility for the AAMA national certification examination with the goal of obtaining the CMA (AAMA) credential (PSLO #2).

### Career Information

Administrative Medical Assistant; Clinical Medical Assistant

### Certificates of Achievement

**Medical Assisting, Administrative Certificate**

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 health insurance company.

**Catalog Date:** January 1, 2022

### Certificate Requirements

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<td>AH 311</td>
<td>Medical Language for Health-Care Providers</td>
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**Enrollment Eligibility**

To be eligible for enrollment in the program, the student must meet the following criteria:

- Completion of the following pre-requisite courses with a C or better:
  - AH 311 - Medical Language
  - BIOL 102 - Essentials of Human Anatomy and Physiology (BIOL 100 or 430 & 431 are acceptable)
  - Eligibility for ENGWR 300 OR ENGWR 341 – Introduction to Technical and Professional Writing OR BUS 100 – English for the Professional OR ESL 130 - ESL College English Preparation: Advanced-Low
  - CISC 302 - Computer Familiarization
  - MEDA 100 - Introduction to Medical Assisting (within the last 5 years)

**Enrollment Process**

Eligible students are selected for the program according to the following steps:

- Only students who meet the pre-enrollment requirements will be considered for the program
- Selection will be based on a random selection process, should the number of qualified applicants exceed available spaces in the program
- Accepted applicants will be notified by the Program Director by July 1

**Student Learning Outcomes**

Upon completion of this program, the student will be able to:

- Perform the entry-level skills of an administrative medical assistant, such as effective scheduling, proper use of a multi-line phone system, ICD and CPT coding, and insurance claims completion. (PSLO #1)

**Career Information**

Administrative Medical Assistant; entry-level Insurance Biller; Hospital Unit Secretary

**Medical Assisting, Medical Insurance Billing Certificate**

The CRC Medical Insurance Billing certificate program is designed to prepare students for entry-level positions in insurance billing in an ambulatory medical office setting. The curriculum is designed to give students the desired skills for employment in a physician's office or other ambulatory clinic.

**Certificate Requirements**

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<tr>
<td>BIOL 100</td>
<td>Introduction to Concepts of Human Anatomy and Physiology</td>
<td>3¹</td>
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<tr>
<td>HIT 120</td>
<td>Basic ICD-CM Coding</td>
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<tr>
<td>MEDA 110</td>
<td>Medical Insurance Procedures</td>
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</table>

**Total Units:** 16.5

¹([BIOL 102] or [BIOL 430 and BIOL 431] are also acceptable)

**Student Learning Outcomes**

Upon completion of this program, the student will be able to:
Attain entry-level skills in insurance billing.
Utilize insurance and billing knowledge to obtain entry-level employment in an ambulatory setting.

Career Information

The CRC Medical Insurance Billing Certificate is designed to prepare students for entry-level employment in an ambulatory setting in the insurance and/or billing department. Students will obtain the necessary knowledge for insurance authorizations, billing and reconciliations.

Medical Assisting Certificate

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

Commission on Accreditation of Allied Health Education Programs
9355 - 113th St. N, #7709
Seminole, FL 33775
772/210-2350
www.caahep.org

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Highlights include:
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Catalog Date: January 1, 2022

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Total Units: 28

1Course may be taken either fall or spring semester
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4This is the capstone course and should be taken last.

Enrollment Eligibility

To be eligible for enrollment in the program, the student must meet the following criteria:

- Completion of the following pre-requisite courses with a C or better:
  - AH 311 - Medical Language
  - BIOL 102 - Essentials of Human Anatomy and Physiology (BIOL 100 or 430 & 431 are acceptable)
  - Eligibility for ENGW 300 OR ENGW 341 –Introduction to Technical and Professional Writing OR BUS 100 –English for the Professional OR ESL 130 - ESL College English Preparation: Advanced-Low
  - CISC 302 - Computer Familiarization
  - MEDA 100 - Introduction to Medical Assisting (within the last 5 years)

Enrollment Process

Eligible students are selected for the program according to the following steps:
Medical Assisting (MEDA) Courses

MEDA 100 Introduction to Medical Assisting

Units: 1.5
Hours: 27 hours LEC
Prerequisite: None.
Catalog Date: January 1, 2022

This course provides an introduction to the field of Medical Assisting. Students will learn the 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 desired qualities and characteristics of a successful medical assistant. Additionally, the CRC Medical Assisting Program entrance requirements will be discussed.

MEDA 105 General Medical Assisting

Units: 3
Hours: 54 hours LEC
Prerequisite: None.
Enrollment Limitation: Student must be accepted in to the current cohort of the CRC Medical Assisting program to be eligible for enrollment in this course.
Catalog Date: January 1, 2022

This course will cover the topics outlined in the American Association of Medical Assistants (AAMA) General category of knowledge of an entry-level medical assistant, as required for certification. Areas covered will include gross Anatomy, applied Medical Terminology, and Law and Ethics as they pertain to Medical Assisting.

MEDA 110 Medical Insurance Procedures

Units: 1.5
Hours: 27 hours LEC
Prerequisite: None.
Corequisite: AH 311
Catalog Date: January 1, 2022

This course will introduce students to the basics of medical office insurance billing. Students will learn the terminology of health insurance, the differences between the various forms of health insurance, as well as the process for patient billing in a medical office setting.

MEDA 124 Administrative Medical Assisting

Units: 3
Hours: 36 hours LEC; 54 hours LAB
Prerequisite: None.
Enrollment Limitation: Acceptance in to the CRC Medical Assisting Program
Catalog Date: January 1, 2022

This course is designed to introduce the medical assisting student to the administrative responsibilities encountered in an ambulatory clinic. Typical administrative topics covered include patient reception, scheduling, telephone procedures, documentation and reporting, records management including HIPAA regulations, screening/processing mail, equipment and supply inventory, practice finances, coding and bookkeeping principles.

MEDA 140 Medical Assisting Practicum

Units: 3
Hours: 180 hours LAB
Prerequisite: COMM 325, MEDA 230, PSYC 300, and PSYC 371 with grades of "C" or better; Students must have been accepted into the CRC Medical Assisting program and completed all required courses prior to receiving consent to enroll in this capstone course. Students must also have completed a drug screen, background clearance and have proof of immunity to varicella, measles, rubella and rubeola.

Student Learning Outcomes

Upon completion of this program, the student will be able to:

- Enter the allied health workforce as a competent, entry-level Medical Assistant trained in the cognitive, affective and psychomotor domains of the occupation (PSLO #1).
- Declare eligibility for the AAMA national certification examination with the goal of obtaining the CMA (AAMA) credential (PSLO #2).

Career Information

Clinical Medical Assistant; Administrative Medical Assistant
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 Healthcare Provider CPR from American Heart Association, as well as immunity to Varicella, Measles, Mumps, Rubella and TB prior to beginning the clinical rotation. Students will also have supplementary requirements such as liability insurance, background check and drug screening. This course is for students who have completed all of the CRC Medical Assisting Program requirements.

**MEDA 145 Medical Assisting Certification Review**

| Units: | 2 |
| Hours: | 36 hours LEC |
| Prerequisite: | None |

Enrollment Limitation: Students must have on file with the Program Director the following documents prior to clinical placement: *CPR for the Healthcare Provider through the American Heart Association; *Two negative PPDs - one within two years and another no more than 6 months prior to clinic placement, or negative chest x-ray within 2 years; *MMR and Varicella immunity status; *Tdap vaccination within three years; *May be required to provide documentation of influenza vaccination; *Liability insurance; *Background and drug screening clearance

Catalog Date: January 1, 2022

This course is designed to prepare students for the Medical Assisting certification examinations offered by the three Certifying Agencies approved by the California Medical Board - the American Association of Medical Assistants (AAMA), the American Medical Technologists (AMT), or the California Certifying Board of Medical Assistants (CCBMA). This course is available to students who meet the current exam eligibility requirements for at least one of the Certifying Agencies. Students will be required to provide documentation of eligibility.

**MEDA 230 Clinical Procedures**

| Units: | 5 |
| Hours: | 36 hours LEC; 162 hours LAB |
| Prerequisite: | MEDA 124 with a grade of "C" or better |
| Corequisite: | AH 120 and 124 |

Enrollment Limitation: Student must be accepted into the CRC Medical Assisting program to enroll in this course.

Catalog Date: January 1, 2022

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

**MEDA 295 Independent Studies in Medical Assisting**

| Units: | 1 - 3 |
| Hours: | 54 - 162 hours LAB |
| Prerequisite: | None |

An independent studies project involves an individual student or small group of students in study, research, or activities beyond the scope of regularly offered courses. See the current catalog section of "Special Studies" for full details of Independent Studies.

**MEDA 299 Experimental Offering in Medical Assisting**

| Units: | 0.5 - 4 |
| Prerequisite: | None |

Catalog Date: January 1, 2022

This is the experimental courses description.