

Clinical and Administrative Medical Assisting

This program is offered at **Bakersfield, Fresno, Hesperia, Modesto, Visalia, and Temecula.**

Program Description

This is a 60 school week program which provides specialized training for employment in medical offices and medical specialty clinics. The curriculum includes theory and practical applications in both administrative and clinical medical procedures. Topics and applications in the following subjects are included in this program: human anatomy and physiology, medical terminology, medical clinical procedures such as vital signs, injections, venipuncture, and ECG, health histories, patient care and emergency procedures, office management, patient records and files, bookkeeping, professional communications, insurance claims preparation, and the professional organization and operation of the health care facility. The student will also receive training in HIPAA, CPR & first aid. Drug and alcohol testing, criminal history background checks, health screenings and immunizations may all be conditions of acceptance for clinical and extern education in a medical setting. Student will be required to complete all health screening and immunization requirements of extern site prior to beginning externship hours. San Joaquin Valley College will pay for the cost of required screenings and immunizations.



Program Student Learning Outcomes

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

1. Manage the front office of a health care facility and perform administrative duties such as patient charting, billing, letter writing, and handling coding procedures for insurance purposes using a variety of applicable software.
2. Perform clinical skills such as taking vital signs, dosage computations, venipuncture, injections, hematology, administration of medication, specimen collection, and emergency procedures.
3. Distinguish the various systems of the human body and explain their function using proper medical terminology.
4. Communicate effectively orally and in writing and demonstrate the knowledge and skills required to be eligible and prepared for the Registered Medical Assistant (RMA) exam.
5. Relate and apply concepts of communication, reasoning, critical analysis, ethical behavior and appropriate interpersonal interaction to situations in his or her career and personal life.
6. Demonstrate the social skills, professional appearance, attitudes and behavior that employers expect of all *SJVC* graduates.

The following courses are required to obtain a degree in this field.

Course ID	Course Name	Credit Units
AMA 23	Medical Office Management	3.0
AMA 33	Medical Insurance	3.0
AMA 203	Medical Office Management Computer Applications	2.0
CL 110	Computer Literacy and Applications for the Healthcare Professional	2.0
CMA 31	Medical Laboratory Procedures 1	2.0
CMA 41	Medical Laboratory Procedures 2	2.0
CMA 42*	Medical Office Simulations and Professional Development 2	3.0
CMA 201	Medical Assisting Applications 1	2.0
CMA 202	Medical Assisting Applications 2	2.0
ENG 121	Composition and Reading – Part A	3.0
ENG 122	Composition and Reading – Part B	3.0
HTH 101	Anatomy and Physiology for the Health Professions 1	3.0
HTH 102	Anatomy and Physiology for the Health Professions 2	3.0
HTH 103	Human Relations and Health Care	3.0
HTH 500	Externship or Clinical Rotations	4.0
MCA 101	Clinical Applications 1	2.0
MCA 102	Clinical Applications 2	2.0
MTH 121	College Algebra – Part A	3.0
MTH 122	College Algebra – Part B	3.0
NSC 1	Intro to Natural Sciences	3.0
PHIL 1C	Ethics	3.0
PSY 1	General Psychology	3.0
SOC 1	Intro to Sociology	3.0

*This course satisfies the CSS100 graduation requirement.

For a description of the courses listed above, please see Section 8.

Program Graduation Requirements:

Students must earn a grade of "C" or higher in all CAMA lab courses. Students will participate in discussions of customer service, human relations, and professional behavior applications throughout this program. Students must also meet the minimum requirement of the HIPAA component in order to be eligible for graduation.

