MEDICAL ASSISTING PROGRAM

Curriculum Guide for Academic Year 2019-2020

Table of Contents

Students planning to **transfer** to a four-year college or university should refer to the ASSIST web site at www.assist.org and **consult a counselor** before beginning a program of study. Please call 562-938-4561 for the LAC, or 562-938-3920 for PCC to schedule a meeting with a counselor. Students may also wish to visit the Transfer Center on either campus.

Program Admission Requirements

Entrance Requirements

1. Acceptance as a student at Long Beach City College. See the Admissions web site at http://www.lbcc.edu/admissions/ for the on-line application to LBCC.
2. Graduation from an accredited high school or equivalent.
3. Submission of Assessment Testing Scores.
4. The following proficiencies are required:
   READING:
   a) A qualifying score on the Reading section of the LBCC assessment test, **OR**
   b) Completion of READ 82 or 83 at LBCC with a grade of "C" or better.
   MATHEMATICS:
   a) Qualification for entrance into Elementary Algebra (Math 110) by satisfactory performance on either Algebra Readiness or Elementary Algebra Diagnostic Tests taken in the LBCC Assessment Center within the past 5 years **OR**
   b) Successful completion of a math course at the level of Elementary Algebra (MATH 110, 220, or higher) **OR**
   c) Documentation from LBCC Counseling Office stating proficiency has been met.
5. Typing certificate of at least 40 WPM for 5 minutes with 5 or fewer errors.
6. Evidence of physical and emotional fitness by medical examination is required before the practicum phase.
7. C.P.R. for Health Care Providers certification is required before the practicum phase.
8. Strong command of the English language, both written and verbal is essential.

Application Procedures

Applications are accepted on a continuing basis (no deadline)

1. Apply for admission to Long Beach City College through the Admissions Office. The Online Application is available on the Admissions & Records web site at http://www.lbcc.edu/admissions .
2. Make an appointment to take the college Assessment Test.
3. Submit transcripts from high school and any previous college work to the Admissions Office.
4. Complete the program application form. Forms are available at the Nursing and Allied Health Office or online at LBCC.edu/AlliedHealth.
5. Bring completed application form to the Nursing and Allied Health office, N-101.
6. All applicants will be notified by email regarding the status of their applications. Those applicants who satisfy the prerequisites will be invited to an Advisement Session you MUST attend. **NOTE: Students must keep the Admissions and Records Office and the School of Health and Science Advised of their current address and phone number and email**.
7. No one is admitted into the program until after they have attended an advisement session and received a letter in the mail stating that they have been admitted to the program.
8. If no reply is received by May/November after an application has been submitted, please call the Nursing and Allied Health office at 562-938-4166 at the following times: Monday through Friday, 8:00 a.m. – 4:30 p.m.
9. Applications are taken on a first come basis.

MEDICAL ASSISTING PROGRAM 2019-2020
A.S.—Combined = 2608; C-ACH—Combined = 3608
C-ACH—Clinical = 3607; C-ACC = 4010; C-ACC = 4044; C-ACC = 4046
Departmental Phone: 562-938-4166. Information on this sheet is subject to change without notice. Any updates to this guide are posted at http://osca.lbcc.edu .
Page 1 of 6
Published: 05/24/19

ENGLISH AS A SECOND LANGUAGE: Applicants for whom English is a second language are encouraged to attend an information session. For more departmental information, call 562-638-4166.

<div style="border:1px solid">

Program of study leading to:
<u>Associate in Science (A.S.) Degree</u>

COMBINED ADMINISTRATIVE/CLINICAL PROGRAM

<u>REQUIRED COURSES</u>**- Complete the courses listed in each semester and select ONE of the administrative options listed below.**

FIRST SEMESTER		UNITS	In Progress	Completed Grade
BIO 60 **OR**	Human Biology 1 **OR**	4 **OR**		
± ANAT 41	Anatomy & Physiology	5		
± AH 60	Medical Terminology	3		
MA 270	Introduction to Medical Assisting	3		
† MA 280	Health Care Clinical Procedures	3		
± Administrative Option Course(s)				
	Subtotal Units	**13-14**		

ADMINISTRATIVE OPTIONS: Students choose either the accounting option or the database option. When an option is chosen, the student must complete all the units from that option:

<u>OPTION 1: ACCOUNTING</u>				
± ACCTG 200A	Introduction to Accounting	3		
± ♠ COSA 1	Computer Information Competency	1		
± COSA 10	Microsoft Word for Windows	3		
	Subtotal Units	**7**		

<u>OPTION 2: DATABASE</u>				
± COSA 15	Microsoft Excel for Windows	3		
± COSA 25	Microsoft Access for Windows	3		
	Subtotal Units	**6**		
	OPTION SUBTOTAL UNITS	**6-7**		
	REQUIRED COURSE + OPTION COURSES	**19-21**		

SECOND SEMESTER				
± AH 276	Health Care Law	1		
MA 282	Advanced Health Care Clinical Procedures	3		
MA 286	Medical Assisting Combined Practicum	4		
ā† MA 288	Medical Assisting Practicum Seminar	1		
± MA 290	Basic Medical Insurance Billing	3		
	Subtotal Units	**12**		
	TOTAL UNITS	**31-33**		

For graduation with an **Associate in Science (A.S.) Degree with a major in Medical Assisting:**

1. **Minimum Unit Requirements: §**<u>Any course that appears on a curriculum guide and the General Education Pattern (Plan A) may fulfill both major and general education requirements (Approved by College Curriculum Committee Spring 2012)</u>. For this degree, complete a minimum of 60 units in courses numbered 1-599. Please note that additional elective units may be required to meet this minimum based upon courses selected to fulfill General Education for the Associate Degree.

Medical Assisting Major (A.S.)	31-33 units
General Education/A.S. §	19 units

2. **Scholarship:** Maintain an **overall grade point average (GPA) of 2.0** ("C" average) based on all accredited college work applied to the degree, no matter where completed. For this **field of concentration, complete each course above** with a **grade of "C" or better**, or "P" if course is graded on a P/NP basis.

3. **Residence for the Degree:** Complete at least 12 semester units of the required 60 semester units in residence at Long Beach City College in order for the college to grant an Associate of Arts and/or an Associate of Science

</div>

Program of study leading to:
Certificates of Achievement

COMBINED ADMINISTRATIVE/CLINICAL PROGRAM

REQUIRED COURSES- Complete the 31-33 units of required courses as listed in the Associate Degree requirements box on the second page.

	UNITS	In Progress	Completed Grade
TOTAL UNITS	31-33		

ADMINISTRATIVE OPTION

FIRST SEMESTER		UNITS	In Progress	Completed Grade
±	BIO 60 **OR**	Human Biology 1 **OR**	4 **OR**		
±	ANAT 41	Anatomy & Physiology	5		
±	AH 60	Medical Terminology	3		
†	MA 270	Introduction to Medical Assisting	3		
±	Administrative Option Course(s)				
		Subtotal Units	10-11		

ADMINISTRATIVE OPTIONS: Students choose either the accounting option or the database option. When an option is chosen, the student must complete all the units required

OPTION 1: ADMINISTRATIVE

			UNITS	In Progress	Completed Grade
±	ACCTG 200A	Introduction to Accounting	3		
± ♠	COSA 1	Computer Information Competency	1		
±	COSA 10	Microsoft Word for Windows	3		
		Subtotal Units	**7**		

OPTION 2: DATABASE

±	COSA 15	Microsoft Excel for Windows	3		
±	COSA 25	Microsoft Access for Windows	3		
		Subtotal Units	**6**		
		OPTION SUBTOTAL UNITS	**6-7**		
		REQUIRED COURSE + OPTION COURSES	**16-18**		

SECOND SEMESTER

±	AH 276	Health Care Law	1		
†	MA 288	Medical Assisting Practicum Seminar	1		
ā†	MA 290	Basic Medical Insurance Billing	3		
		Subtotal Units	**5**		
		TOTAL UNITS	**21-23**		

MEDICAL ASSISTING PROGRAM 2019-2020
A.S.—Combined = 2608; C-ACH—Combined = 3608
C-ACH—Clinical = 3607; C-ACC = 4010; C-ACC = 4044; C-ACC = 4046
Departmental Phone: 562-938-4166. Information on this sheet is subject to change without notice. Any updates to this guide are posted at http://osca.lbcc.edu .

Page 3 of 6
Published: 05/24/19

CLINICAL OPTION

A Clinical Medical Assistant assists the physician in caring for the patient in the medical office or clinic. The range of clinical duties include assisting with the physical exam, specialty exams, and minor surgery; sterilization; taking a health history; laboratory procedures; diagnostic tests; pharmacology; venipuncture; giving injections; and handling emergency situations.

FIRST SEMESTER

			UNITS	In Progress	Completed Grade
±	BIO 60 **OR**	Human Biology 1 **OR**	4 **OR**		
±	ANAT 41	Anatomy & Physiology	5		
±	AH 60	Medical Terminology	3		
†	MA 270	Introduction to Medical Assisting	3		
±	MA 280	Health Care Clinical Procedures	3		
	COSA 1	Computer Information Competency	1		
		Subtotal Units	**14-15**		

SECOND SEMESTER

			UNITS	In Progress	Completed Grade
±	AH 276	Health Care Law	1		
†	MA 282	Advanced Health Care Clinical Procedures	3		
ā†	MA 286	Medical Assisting Combined Practicum	4		
ā†	MA 288	Medical Assisting Medical Assisting Practicum Seminar	1		
±	MA 290	Basic Medical Insurance Billing	3		
		Subtotal Units	**12**		
		TOTAL UNITS	**26-27**		

For graduation with a **COMBINED ADMINISTRATIVE/CLINICAL, ADMINISTRATIVE or CLINICAL OPTION Certificate of Achievement:**

1. Complete each of the **REQUIRED COURSES** listed above with a **minimum grade of "C",** or better, or "P" if course is graded on a P/NP basis**.**
2. Complete fifty percent (50%) or more of the unit requirements for this field of concentration in residence; this means: For the **Combined Administrative/Clinical Certificate Option**, complete **at least 15.5-16.5 units** of the required 31-33 at LBCC. For the **Administrative Option**, complete **at least 10.5-11.5 units** of the required 21-23 at LBCC. For the **Clinical Option**, complete **at least 13-13.5 units** of the required 26-27 at LBCC. Credit earned by exam, where applicable, may be included.
3. Complete and submit the certificate application form to the Admissions and Records office during your final semester of course work. These forms are available in the Admissions and Records office, or online at http://admissions.lbcc.edu/ . Refer to the Schedule of Classes (http://schedule.lbcc.edu) and click the "Important Dates" link to view the actual deadline for each semester.

For the **Certificate of Achievement**, the following courses are recommended, **BUT ARE NOT REQUIRED**.

RECOMMENDED but not required courses:

			In Progress	Completed Grade
AH 220	Phlebotomy	1.5		
LEARN 11	Learning and Academic Strategies	2		

Additional Program Information

Clinical Experience
Students receive clinical experience in physicians' offices and clinics.

Cost of Program
Tuition is $46 per unit. The college has no dormitory facilities; students must provide for their own living expenses and transportation. Loan funds, educational grants and scholarships are available.

REQUIRED ESTIMATED EXPENSES		OPTIONAL EXPENSES	
Books and Supplies	$500	Graduation Expenses	$100
Student Body Fees	$25/sem.	Parking Fees	$30/sem.
Uniforms and accessories	$200	Liability Insurance	$35
Enrollment Fees	$46/unit	Physical, Labs, Immunizations	$350

Students who need information are in may attend an Information Session. These sessions are on the last Monday of every month at 12:00 p.m. in Room C104 (except June, July, and August).

<div style="border:1px solid black">

<div style="background:#dddddd; text-align:center">

Program of study leading to:
Certificates of Accomplishment
</div>

Certificate: Emergency Medical Technician 4010

REQUIRED COURSES		UNITS	In Progress	Completed Grade
† EMT 251	Emergency Medical Technician	4		
† EMT 251L	Emergency Medical Technician Laboratory	2		
	TOTAL UNITS	**6**		

Certificate: Medical Insurance Billing 4044

REQUIRED COURSES		UNITS	In Progress	Completed Grade
AH 60	Medical Terminology	3		
MA 290	Medical Insurance Billing	3		
	TOTAL UNITS	**6**		

Certificate: Phlebotomy 4046

REQUIRED COURSES		UNITS	In Progress	Completed Grade
AH 220	Phlebotomy	2		
AH 223	Phlebotomy Practicum	1		
	TOTAL UNITS	**3**		

For graduation with a **Certificate of Accomplishment:**

For more information regarding the LBCC State of California approved Phlebotomy Technician program, please visit the course information web site at: http://www.lbcc.edu/AlliedHealth/phlebo/index.cfm.

1. Complete the above required courses with a minimum grade of "C", or P if course is graded on a P/NP basis.
2. Fifty percent (50%) or more of the required units must be completed in residence at LBCC.
3. Complete and submit the certificate application form to the Admissions and Records office during your final semester of course work. These forms are available in the Admissions and Records office, or online at http://admissions.lbcc.edu/

</div>

Career Opportunities

The Medical Assistant Program is designed to educate the student for immediate employment providing assistance to the physician in caring for patients in the medical office or clinic. The wide range of clinical and business duties provides an interesting career for one who enjoys working with people. The program is designed to be completed in one academic year and includes either the administrative or clinical assisting courses or a combination of both.The program offers an Associate Arts/Science Degree in the Combined Certificate Program Option or a Certificate of Achievement in the Administrative or Clinical Certificate option. The department also offers Certificates of Accomplishment in Emergency Medical Technician, Medical Insurance Billing, or Phlebotomy.

This **Certificate of Achievement** will prepare students for an entry-level position in a variety of ambulatory settings. Each certificate is the foundation for specialized clinical practice.

This **Associate Degree** will prepare students for career advancement once a certificate has been earned.

MEDICAL ASSISTING PROGRAM 2019-2020
A.S.—Combined = 2608; C-ACH—Combined = 3608
C-ACH—Clinical = 3607; C-ACC = 4010; C-ACC = 4044; C-ACC = 4046
Departmental Phone: 562-938-4166. Information on this sheet is subject to change without notice. Any updates to this guide are posted at http://osca.lbcc.edu .

Page 5 of 6
Published: 05/24/19

Program Mission and Outcomes

The mission of the Medical Assistant Program is to prepare competent Medical Assistants with the cognitive, psychomotor, and affective learning domains to enable them to perform entry-level administrative and clinical tasks in a physician's office.

Outcomes
- Accurately assess a patient's vital signs.
- Analyze medical records and accurately construct a medical insurance claim form.
- Inspect and correctly troubleshoot artifacts while performing an electrocardiogram.
- Apply common practices of Medical Asepsis in a physician's office and daily living.

Outcomes (Certificate of Achievement – Medical Assisting: Combined Administrative/Clinical)
- Demonstrate Clinical patient skills.
- Demonstrate administrative patient skills.
- Demonstrate medical office employability skills.

Legend

† This course has a prerequisite. Prerequisite courses must be complete with at least a "C" or "P" grade. Refer to the General Catalog (http://www.lbcc.edu/cat/index.html), the Schedule of Classes (http://schedule.lbcc.edu/), or the online Credit Course Outline (http://wdb-asir.lbcc.edu/coursecurriculum/coursedetails/) for specific prerequisite information.

± These courses may be taken before admission to the program.

ā C.P.R. Certification is required.

♠ Substitute computer courses: Any class which satisfies the Technology portion of the Information Competency Graduation Requirement on GE Plan A may be applied to this program in place of COSA 1. For complete listing, see the General Education Course Pattern Guide available here: http://osca.lbcc.edu/genedplan.cfm.

_____

MEDICAL ASSISTING PROGRAM 2019-2020   Page 6 of 6
A.S.—Combined = 2608; C-ACH—Combined = 3608   Published: 05/24/19
C-ACH—Clinical = 3607; C-ACC = 4010; C-ACC = 4044; C-ACC = 4046
Departmental Phone: 562-938-4166. Information on this sheet is subject to change without notice. Any updates to this guide are posted at http://osca.lbcc.edu .