

MEDICAL ASSISTING PROGRAM

ADMINISTRATIVE CERTIFICATE/CLINICAL CERTIFICATE

LONG BEACH CITY COLLEGE

Curriculum Guide for Academic Year of 2010-2011

Associate in Arts or Science and/or Certificate of Achievement or Certificate of Accomplishment

ALL INFORMATION CONTAINED HEREIN IS SUBJECT TO CHANGE WITHOUT NOTICE.

For possible updates to this guide please refer to the following website: <http://osca.lbcc.edu>

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 Medical Assisting Program is approved by the Long Beach Medical Association. 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 ASSISTANT PROGRAM ADMISSION REQUIREMENTS

ENTRANCE REQUIREMENTS

1. Acceptance as a student at Long Beach City College.
2. Graduation from an accredited high school or equivalent.
3. Submission of SOAR scores.
4. The following proficiencies are recommended:

READING:

- a. A qualifying score on the reading section of the Long Beach City College assessment test, or
- b. Completion of † English 82 or 83 at Long Beach City College 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 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 35 WPM for 5 minutes with 5 or fewer errors (not required for Clinical Certificate).
 6. Evidence of physical and emotional fitness by medical examination.
 7. C.P.R. for Health Care Providers Certification is required before the practicum phase.

APPLICATION PROCEDURES

Applications are received on a continuing basis (no deadlines).

1. Apply for admission to the college through the Admissions Office.
2. Make an appointment to take the college Assessment test.
3. Submit transcripts from high school and previous college work to the Admissions Office.
4. Complete the program application form. Forms are available at the Counseling, Nursing, or Allied Health Offices.
5. Bring completed application form with a self-addressed stamped, legal size envelope (4 and 1/8 X 9 and 1/2 inches, available in the bookstore) to the Nursing and Allied Health Office, Room C100. Address the envelope to yourself. **DO NOT SEAL!**
6. Remediation for the program may be in progress at the time of application.
7. All applicants will be notified by mail regarding the status of their applications. Those applicants who satisfy the prerequisites will be invited to an Advisement Session, which they must attend. (See #5 regarding required envelope) **NOTE: Students must keep the Admissions and Records Office and the School of Health and Science advised of their current address and telephone number.**

8. 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 INTO THE PROGRAM.
9. If no reply is received within three months 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.

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) 938-4166.

FOR ASSOCIATE IN ARTS/SCIENCE DEGREE

COMBINED ADMINISTRATIVE/CLINICAL PROGRAM

REQUIRED COURSES	UNITS	In Progress	Completed Grade
FIRST SEMESTER			
± * BIO 60 Human Biology 1	4		
± AH 60 Medical Terminology	3		
† MA 270 Introduction to Medical Assisting	3		
† MA 280 Health Care Clinical Procedures	3		
± Select one of the ADMINISTRATIVE OPTIONS listed below. Complete three units from that option.	3		
SECOND SEMESTER			
± AH 276 Health Care Law	1		
† MA 282 Advanced Health Care Clinical Procedures	3		
ā † MA 286 Clinical Practicum	4		
ā † MA 288 Practicum Seminar	1		
± MA 290 Medical Insurance Billing	3		
± Complete three additional units from the ADMINISTRATIVE OPTION selected first semester.	3		
TOTAL UNITS	31		

FOR CERTIFICATES OF ACHIEVEMENT

ADMINISTRATIVE CERTIFICATE OPTION

REQUIRED COURSES	UNITS	In Progress	Completed Grade
<i>An Administrative Medical Assistant assists the physician in handling the business aspects of the medical office or clinic. The ranges of administrative duties include reception, handling telephone calls, scheduling, filing, bookkeeping, transcribing, and insurance billing.</i>			
FIRST SEMESTER			
±* BIO 60 Human Biology 1	4		
± AH 60 Medical Terminology	3		
† MA 270 Introduction to Medical Assisting	3		
± Select one of the ADMINISTRATIVE OPTIONS listed below. Complete three units from that option.	3		
SECOND SEMESTER			
± AH 276 Health Care Law	1		
ā † MA 284A or B Medical Assisting Specialized Practicum	2		
ā † MA 288 Practicum Seminar	1		
± MA 290 Medical Insurance Billing	3		
± Complete three additional units from the ADMINISTRATIVE OPTION selected first semester.	3		
TOTAL UNITS	23		

REQUIRED COURSES

In Completed
UNITS Progress Grade

COMBINED ADMINISTRATIVE/CLINICAL CERTIFICATE PROGRAM

FIRST SEMESTER

± *	BIO 60	Human Biology 1	4		
±	AH 60	Medical Terminology	3		
†	MA 270	Introduction to Medical Assisting	3		
†	MA 280	Health Care Clinical Procedures	3		
±	Select one of the ADMINISTRATIVE OPTIONS listed below. Complete three units from that option.		3		

SECOND SEMESTER

±	AH 276	Health Care Law	1		
†	MA 282	Advanced Health Care Clinical Procedures	3		
ā †	MA 286	Clinical Practicum	4		
ā †	MA 288	Practicum Seminar	1		
±	MA 290	Medical Insurance Billing	3		
±	Complete three additional units from the ADMINISTRATIVE OPTION selected first semester.		3		

TOTAL UNITS **31**

RECOMMENDED COURSES FOR CLINICAL/COMBINED CERTIFICATE

	AH 210	Math for Meds	1		
	AH 220	Phlebotomy	1.5		
	LEARN 11	Learning and Academic Strategies	2		

ADMINISTRATIVE OPTIONS

CHOOSE **ONE** OF THE FOLLOWING **OPTIONS**

OPTION ONE:

±	ACCTG 200A	Introduction to Accounting	3		
±	CAOTC 39A	Microsoft Word for Windows (F, SP, S)	3		
±	Computer Class - Any class which satisfies computer portion of Information Competency requirement for graduation. Recommended course: COMIS 1 For complete listing see General Education Course Pattern Guide.		1-4		

OPTION TWO

±	CAOTC 47A	Access for Windows, Beginning (F, SP)	3		
±	CAOTC 41E	Microsoft Excel for Windows (F, SP, S)	3		

REQUIRED COURSES

In Completed
UNITS Progress Grade

CLINICAL CERTIFICATE 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

±	Computer Class - Any class which satisfies computer portion of Information Competency requirement for graduation. Recommended course: COMIS 1 For complete listing see General Education Course Pattern Guide.	1-4		
±*	BIO 60 Human Biology 1	4		
±	AH 60 Medical Terminology	3		
†	MA 270 Introduction to Medical Assisting	3		
†	MA 280 Health Care Clinical Procedures	3		

SECOND SEMESTER

±	AH 276 Health Care Law	1		
†	MA 282 Adv. Health Care Clinical Procedures	3		
ā †	MA 284A or B Medical Assisting Specialized Practicum	2		
ā †	MA 288 Practicum Seminar	1		
±	MA 290 Medical Insurance Billing	3		
TOTAL UNITS		24		

LEGEND	
±	These courses may be taken before admission to the program
ā	C.P.R. Certification is required
*	This course is an exception to the "double-counting" rule; it <u>may</u> be double-counted.
†	This course has a prerequisite; prerequisite courses must be completed with at least a "C" or "P" grade (see catalog or schedule of classes).
(SP = Spring) (S = Summer) (F = Fall) (INF = Infrequently) = Represents general frequency of course offering	

GRADUATION REQUIREMENTS

For CERTIFICATE OF ACHIEVEMENT:
This certificate is a one to two year program in occupational/technical areas at Long Beach City College which provides training in job skills and employment opportunities. Complete the required units with a grade of "C" or better in each course.

For ASSOCIATE DEGREE:
The Associate Degree is a two-year college degree awarded by Long Beach City College which includes general education courses and a major. In addition to completing the specified courses for the Combined Administrative/Clinical Certificate of Achievement with a minimum grade of "C" or better in each course, complete the Associate Degree requirements specified in the catalog. The requirements for general education/proficiency and the field of concentration need to be from the same catalog year. This catalog year may be any year between the year of initial enrollment to the present, provided continuous enrollment is maintained throughout (see the catalog for definition of "continuous enrollment"). Fifty per cent (50%) or more of the unit requirements for this field of concentration must be completed in residence (credit earned by exam, where applicable, may be included).

NOTE: To receive a certificate or degree you must submit completed application forms in the Admissions and Records Office during your final semester of course work.

In general, "double-counting" is not allowed. That is, one course may not be used to fulfill both a field of concentration requirement and to fulfill a general education requirement.

PROGRAM INFORMATION

CLINICAL EXPERIENCE
Students receive clinical experience in physicians' offices and clinics.

COST OF PROGRAM
Tuition is \$20 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

Books and supplies	\$400
Uniforms and accessories	200
Enrollment fee (per semester)	20/per unit
Student body fees	20/per semester

OPTIONAL EXPENSES

Graduation expenses	\$100
Parking fees	25/per semester
Liability insurance	35

INFORMATION SESSIONS

Students who need additional information are invited to attend an Information Session. The session is held on the second Tuesday of every month at 12:00 p.m. in Room C100A (except June, July, and August).

For additional information, please call (562) 938-4166.

CERTIFICATES OF ACCOMPLISHMENT

FOR OFFICE USE ONLY: 4010

Name of Certificate: Emergency Medical Technician

REQUIRED COURSES			UNITS	In Progress	Completed Grade
†	EMT 251	Emergency Medical Technician	3		
†	EMT 251L	Emergency Medical Technician Laboratory	1.5		
TOTAL UNITS			4.5		

FOR OFFICE USE ONLY: 4041

Name of Certificate: Health Unit Coordinator

REQUIRED COURSES			UNITS	In Progress	Completed Grade
	AH 60	Medical Terminology	3		
†	AH 280	Health Unit Coordinator	2		
†	AH 280L	Health Unit Coordinator Laboratory	1		
TOTAL UNITS			6		

FOR OFFICE USE ONLY: 4044

Name of Certificate: Medical Insurance Billing

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

FOR OFFICE USE ONLY: 4046

Name of Certificate: Phlebotomy

REQUIRED COURSES			UNITS	In Progress	Completed Grade
	AH 220	Phlebotomy	1.5		
	AH 220AD	Phlebotomy	1		
TOTAL UNITS			2.5		

NOTE: For more information regarding our State of California approved Phlebotomy Technician program, view the web enhanced course information website.

LEGEND

† This course has a prerequisite; prerequisite courses must be completed with at least a "C" or "P" grade (see catalog or schedule of classes).

CERTIFICATE OF ACCOMPLISHMENT REQUIREMENTS

For CERTIFICATE OF COMPLETION:

The Completion Certificate certifies a competency in a given area and requires less than 18 units. Complete the required unit(s) at Long Beach City College with a minimum grade of "C" in each course. Please submit a completed certificate applications to the Admissions and Records office during the final semester of course work.

Students interested in transferring to a university to continue their study in this field of concentration or other majors are strongly advised to consult an LBCC academic counselor and refer to the ASSIST website (www.assist.org) for major preparation information. Counselors can clarify the different major and admissions requirements at a university. Students may visit the Student Success/Transfer Services Center to access further educational resources. If you need to set up an appointment to see a counselor or schedule the SOAR Test, call LAC (562) 938-4561 or PCC (562) 938-3920.