

MEDICAL ASSISTING PROGRAM

Curriculum Guide for Academic Year 2014-2015

Table of Contents

Program Admission Requirements, p. 1
 Associate in Arts OR Associate in Science Degree, p. 2
 Combined Administrative/Clinical Program, p. 2
 Certificates of Achievement, p. 3
 Combined Administrative/Clinical Program, p. 3
 Administrative Certificate Option, p. 3
 Recommended, but not required, classes, p. 4
 Additional Program Information, p. 5
 Certificates of Accomplishment, p. 5
 Emergency Medical Technician, p. 5
 Medical Insurance Billing, p. 5
 Phlebotomy, p. 5
 Career Opportunities, p. 6
 Program Mission and Outcomes, p. 6
 Legend, p. 6

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

- 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.
- Graduation from an accredited high school or equivalent.
- Submission of Assessment Testing Scores.
- 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.
- Typing certificate of at least 40 WPM for 5 minutes with 5 or fewer errors.
- Evidence of physical and emotional fitness by medical examination is required before the practicum phase.
- C.P.R. for Health Care Providers certification is required before the practicum phase.

Application Procedures

Applications are accepted on a continuing basis (no deadline)

- 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>.
- Make an appointment to take the college Assessment Test.
- Submit transcripts from high school and any previous college work to the Admissions Office.
- Complete the program application form. Forms are available at the Nursing and Allied Health Office.
- Bring completed application form with a self-addressed stamped, legal size envelope (4 1/8 X 9 1/2 inches), available in the bookstore, to the Nursing and Allied Health office, N-102. Address the envelope to yourself. **DO NOT SEAL!**
- Remediation for the program may be in progress at the time of application.
- 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 you **MUST** attend. (See #5 regarding the required envelope).
NOTE: Students must keep the Admissions and Records Office and the School of Health and Science Advised of their current address and phone number.
- 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.
- If no reply is received by April 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 562-638-4166.

Program of study leading to:
Associate in Arts (A.A.) or Associate in Science (A.S.) Degree

COMBINED ADMINISTRATIVE/CLINICAL PROGRAM

REQUIRED COURSES- 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 Human Biology 1	4		
± AH 60 Medical Terminology	3		
† MA 270 Introduction to Medical Assisting	3		
† MA 280 Health Care Clinical Procedures	3		
± Administrative Option Course(s)	4		
Subtotal Units	17		
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		
± Administrative Option Course(s)	4		
Subtotal Units	16		
TOTAL UNITS	33		

ADMINISTRATIVE OPTIONS: Select ONE of the following options and complete all required courses for that option.

OPTION 1: REQUIRED COURSES

± ACCTG 200A Introduction to Accounting	3		
± ♣ COSA 1 Computer Information Competency	1		
± COSA 10 Microsoft Word for Windows	4		

OPTION 2: REQUIRED COURSES

± COSA 15 Microsoft Excel for Windows	4		
± COSA 25 Microsoft Access for Windows	4		

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

- Minimum Unit Requirements:** §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). 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.A.)	33 units
General Education/A.A. §	25 units
Medical Assisting Major (A.S.)	33 units
General Education/A.S. §	19 units
- 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.
- Residence for the Degree:** Complete at least 30 units of the required 60 in residence at LBCC, or complete in residence at LBCC at least 20 units within the last 30 units of work applied to the degree.

Associate Degree requirements continue on the following page:

Associate Degree requirements continued from the previous page:

4. **Residence for the Field of Concentration:** Complete fifty percent (50%) or more of the unit requirements for this field of concentration in residence; this means at **least 16.5 units** of the required 33 must be **completed at Long Beach City College**. Credit earned by exam, where applicable, may be included.
5. **General Education and Proficiency Requirements:** Complete the required A.A./A.S. General Education and Proficiency requirements*, otherwise known as "Plan A". For Plan A requirements, refer to the general catalog or view it online at <http://osca.lbcc.edu>.
6. Complete and submit the degree 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.

*The requirements for general education/proficiency and the field of concentration (major) need to be from the same catalog year. This catalog year may be any year between the years of initial enrollment to the present, provided continuous enrollment is maintained throughout. See the catalog for definition of "continuous enrollment".

**Program of study leading to:
Certificates of Achievement**

COMBINED ADMINISTRATIVE/CLINICAL PROGRAM

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

	UNITS	In Progress	Completed Grade
TOTAL UNITS	33		

ADMINISTRATIVE CERTIFICATE OPTION

	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		
± Administrative Option Course(s)	4		
Subtotal Units	14		
SECOND SEMESTER			
± AH 276 Health Care Law	1		
† MA 284A Medical Assisting Clinical Practicum	2		
± MA 288 Practicum Seminar	1		
± MA 290 Medical Insurance Billing	3		
± Administrative Option Course(s)	4		
Subtotal Units	11		
TOTAL UNITS	25		

ADMINISTRATIVE OPTIONS: Select ONE of the following options and complete all required courses for that option.

OPTION 1: REQUIRED COURSES

± ACCTG 200A Introduction to Accounting	3		
± ♣ COSA 1 Computer Information Competency	1		
± COSA 10 Microsoft Word for Windows	4		

OPTION 2: REQUIRED COURSES

± COSA 15 Microsoft Excel for Windows	4		
± COSA 25 Microsoft Access for Windows	4		

Certificates of Achievement requirements continue on the following page.

Certificates of Achievement requirements continued from the previous page.

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			UNITS	In Progress	Completed Grade
±	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		
± ♣	COSA 1	Computer Information Competency	1		
Subtotal Units			14		
SECOND SEMESTER					
±	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	Practicum Seminar	1		
±	MA 290	Medical Insurance Billing	3		
Subtotal Units			12		
TOTAL UNITS			26		

For graduation with a **Medical Assisting 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 **Administrative Certificate Option**, complete **at least 12.5 units** of the required 25 at LBCC. For the **Combined Administrative/Clinical Option**, complete **at least 16.5 units** of the required 33 at LBCC. For the **Clinical Certificate Option**, complete **at least 13 units** of the required 26 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:

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

Books and Supplies	\$400
Student Body Fees	\$20/sem.
Uniforms and accessories	\$200
Enrollment Fees	\$46/unit

OPTIONAL EXPENSES

Graduation Expenses	\$100
Parking Fees	\$25/sem.
Liability Insurance	\$35

Information Sessions

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

Program of study leading to: **Certificates of Accomplishment**

Certificate: Emergency Medical Technician 4010

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

Certificate: Medical Insurance Billing 4044

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

Certificate: Phlebotomy 4046

<u>REQUIRED COURSES</u>		UNITS	In Progress	Completed Grade
AH 220	Phlebotomy	1.5		
AH 223	Phlebotomy Practicum	1		
TOTAL UNITS		2.5		

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>.

For graduation with a Certificate of Accomplishment:

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/>

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.

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.

- 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.

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>.