MEDICAL ASSISTING: ADMINISTRATIVE

San José City College offers an Associate in Science and Certificate in Medical Assisting: Administrative. The Medical Assisting: Administrative program prepares the student for employment as an administrative (front office) medical assistant in a physician’s office or clinic. This program is designed to prepare the student to schedule appointments, perform medical reception duties, handle financial matters (including medical collection), manage medical records, and insurance billing. The externship in the front office of a physician’s office will provide the student with the administrative experience necessary to enter the workforce.

Prior to, or after finishing the major classes, the student may complete the General Education requirements for the A.S. Degree. An advanced course in the major must be taken at San Jose City College. A grade of “C” or better is required in each major course.

Upon completion of program, student will be able to:
- Execute administrative medical front office skills including billing and coding procedures, health insurance form processing, patient and patient record/chart management, and public relations.
- Apply knowledge of the human body, medical terminology and disease to front office administrative protocols and procedures.
- Exercise compliance with regard to HIPAA privacy practices, and be able to explain these guidelines to both patients and other health professionals.
- Adhere to, and support, OSHA and other regulatory agency safety guidelines overseeing the practice of medicine and implement such safety protocols.
- Prepare for Certified Medical Assistant/CMA exam and/or the Registered Medical Assistant (RMA) exam.
- Effectively communicate with patients and other health care personnel while exercising the highest level of professional conduct.
- Integrate practical experience during an externship within a medical office setting.
- Service the community by filling a need for certified, well-trained front office medical assistants.

CAREERS OPTIONS:
- Medical Office
- Medical Clinic
- Hospitals

FOR ADDITIONAL INFORMATION, SEE A COUNSELOR, VISIT THE CAREER/TRANSFER CENTER, OR CONTACT THE FOLLOWING:

Faculty: Jagrup Kahlon, jagrup.kahlon@sjcc.edu (408) 298-2181 ext. 3403
Business and Workforce Development Division (408) 288-3131
San José City College Web Page www.sjcc.edu

Prepared by the SJCC Articulation Office and is subject to change without notice. This major sheet should be used for advisory purposes only. See a counselor for assistance in preparing your individual course plan. It is ultimately the individual student’s responsibility to ensure that all requirements are met.
**MEDICAL ASSISTING: ADMINISTRATIVE**

<table>
<thead>
<tr>
<th>MAJOR REQUIREMENTS:</th>
<th>UNITS</th>
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<tbody>
<tr>
<td>CA 100D Microsoft Office</td>
<td>3</td>
</tr>
<tr>
<td>HSCI 008 Medical Terminology</td>
<td>3</td>
</tr>
<tr>
<td>MA 005 Medical Office Emergencies</td>
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<tr>
<td>MA 006 Introduction to Medical Assisting</td>
<td>3</td>
</tr>
<tr>
<td>MA 007 Medical Front Office Procedures</td>
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<tr>
<td>MA 008 Medical Office Financial Procedures</td>
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<td>MA 009 Electronic Health Record and Medical Billing</td>
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<td>MA 011 Medical Coding</td>
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<td>MA 012 Medical Assisting Administrative Practicum</td>
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Plus one of the following Business courses:
- BUS 007A Business Language Skills - OR -
- BUS 008 Business English and Writing

Plus one of the following courses:
- MA 004 Structure and Function of Human Anatomy * - OR -
- BIOL 020 Human Biology - OR -
- BIOL 071 Human Anatomy

* Course meets the A.S. degree lab science general education requirement for the Medical Assisting major only and cannot be used to meet the lab science general education requirement for any other major

**APPROVED MAJOR ELECTIVES:**
- ADS 071 Pharmacology/Physiology of Addiction | 3
- BIOL 061 Human Heredity | 3
- CA 005 Computer Literacy | 2
- CA 010A Computer Keyboarding | 1
- CA 011 Speed and Accuracy | 1
- FCS 019 Nutrition | 3
- FCS 070 Child Development | 3
- HED 011 Dynamic Health Concepts | 3
- MA 020 Physical Examination Procedures | 3
- MA 021 Medical Office Laboratory Procedures | 3
- MA 022 Medical Asepsis and Surgical Procedures | 3
- MA 023 Medical Administration for Medical Assistants | 3
- PSYCH 010 General Psychology | 3

**MAJOR REQUIREMENTS** 33 - 34
**GENERAL EDUCATION REQUIREMENTS** 24
**APPROVED MAJOR ELECTIVES** 2
**PHYSICAL ACTIVITY** 1
**TOTAL REQUIRED UNITS** 60

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