

**San José City College**  
**Certificate of Achievement**  
**Level 3**  
**2020-2021**

---

***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](mailto:jagrup.kahlon@sjcc.edu)  
Business and Workforce Development Division  
San José City College Web Page

(408) 298-2181 ext. 3403  
(408) 288-3131  
[www.sjcc.edu](http://www.sjcc.edu)

---

## ***MEDICAL ASSISTING: ADMINISTRATIVE***

---

### **CERTIFICATE OF ACHIEVEMENT – LEVEL 3:**

			<b><u>UNITS</u></b>
CA	100D	Microsoft Office	3
HSCI	008	Medical Terminology	3
MA	005	Medical Office Emergencies	2
MA	006	Introduction to Medical Assisting	3
MA	007	Medical Front Office Procedures	3
MA	008	Medical Office Financial Procedures	3
MA	009	Electronic Health Record and Medical Billing	3
MA	011	Medical Coding	2
MA	012	Medical Assisting Administrative Practicum	4

#### **Plus one of the following Business courses:**

BUS	007A	Business Language Skills - <b>OR</b> -	3
BUS	008	Business English and Writing	

#### **Plus one of the following courses:**

MA	004	Structure and Function of Human Anatomy * - <b>OR</b> -	4 - 5
BIOL	020	Human Biology - <b>OR</b> -	
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

**TOTAL REQUIRED UNITS** **33-34**