

# MEDICAL ASSISTANT - MULTI-SKILLED, CERTIFICATE OF ACHIEVEMENT

The Medical Assistant – Multi-Skilled, COA assists students in developing the skills needed for a career as a clinical (back office) medical assistant.

This program provides the opportunity for students to develop effective communication skills, computer skills, and technical skills related to working in an administrative role in a variety of healthcare settings. Jobs in this field include front office medical assistant, medical secretary, back office (clinical) medical assistant, hospital admitting clerk, hospital unit coordinator, and entry level medical records clerk.

Students who successfully complete this program may be eligible to take the certification exam offered by the California Certifying Board for Medical Assistants to become a California Certified Medical Assistant – Administrative (CCMA-A), California Certified Medical Assistant – Clinical (CCMA-C) or California Certified Medical Assistant Administrative and Clinical (CCMA-AC).

## Course List

| Course ID   | Title   | Units/<br>Hours |
|---|---|-----------------|
| <b>Required Courses</b>   |   |                 |
| BUS V17   | Computer Applications                         | 3               |
| BUS V26   | Electronic Health Records                     | 3               |
| BUS V27A  | Beginning Medical Terminology                 | 3               |
| <b>Total Required Core Courses</b>                                  |   | <b>9</b>        |
| <b>Required Additional Courses (Select either List A or List B)</b> |   |                 |
| <b>- List A:</b>  |   |                 |
| BUS V97   | Multi-Skilled Medical Assistant               | 16              |
| <b>- List B:</b>  |   |                 |
| BUS V25   | Medical Coding                                | 3               |
| BUS V28A  | Medical Office Procedures: Front Office       | 3               |
| BUS V28B  | Medical Procedures: Back Office               | 3               |
| BUS V28BL   | Medical Procedures: Back Office<br>Laboratory | 1               |
| BUS V29   | Medical Insurance                             | 3               |
| BUS V44   | Business English                              | 3               |
| <b>Total Required Additional Courses</b>                            |   | <b>16</b>       |
| <b>Total Units Required for the Certificate</b>                     |   | <b>25</b>       |

Upon successful completion of this program, students will be able to:

- Demonstrate performance of appropriate medical administrative or clinical skills.
- Determine appropriate communication strategies for stakeholders in the medical environment.
- Identify legal and ethical principles that affect the role of a medical assistant.
- Apply appropriate procedures for complying with established risk management and safety practices.