Clinical Medical Assistant

Objective: This program includes extensive instruction in medical terminology, medical office procedures, anatomy and physiology, basic healthcare math, medical insurance and coding and detailed pharmacology by body systems. In addition to clinical procedures, qualified students participate in a 168-hour externship. Students completing this course are prepared for front or back office medical assisting positions in doctor's offices, hospitals (such as diagnostic testing and outpatient areas), health centers, and other medical institutions. Students will be confident in learning to perform a variety of administrative, laboratory, and clinical duties. Emphasis on vocational training is consistent with the mission of the College.

Note: All units in this program are transferable to the Specialized Associate Degree – Clinical Medical Professional program.

Department of Labor Standard Occupational Classification (SOC) Code(s): 31-9092.00 - Medical Assistants.

CIP Code: 51.0801 – Medical/Clinical Assistant.

Expected Educational Outcomes: Upon completing the Clinical Medical Assistant program, students will have demonstrated:

- 1. The critical skills necessary to properly perform the various clinical duties using universal precautions (a set of guidelines set forth by OSHA). These skills include recording vital signs and conducting an array of diagnostic tests such as ECGs, as well as performing venipuncture, giving injections, urinalysis, as well as assisting with patient procedures.
- 2. The critical skills necessary to properly handle front office procedures including patient scheduling, clerical skills, and processing insurance claim forms.
- 3. Expanded focus regarding current medical issues such as laws, ethics, insurances, scope of practice, and electronic health records.
- 4. The important role and responsibilities of an administrative/clinical medical assistant including professionalism and critical thinking in all aspects of providing patient care and education.
- 5. Readiness to sit for the California Certified Medical Assistant, Registered Medical Assistant, or National Certified Medical Assistant exam to become a Certified Medical Assistant.

Diploma awarded upon successful completion of all graduation requirements.

Empire College 3035 Cleveland Avenue Santa Rosa, CA 95403 707-546-4000 www.empcol.edu



Clinical Medical Assistant

Program Outline: Requirements for Graduation

Rabs No. Bann 10 Bm 114 Bm 115 Bm 115 Bm 114 Bm				Qtr.				Qtr.
CMN127B Introduction to Word I 24 1.0 MDN166B Phlebotomy and Urinalysis Skills Lab A 24 1.0 ENN1018 Business English - Punctuation 24 2.0 MDN150 Medical Office Procedures I 24 2.0 ENN300A Business Correspondence I 24 2.0 MDN250 Medical Office Procedures I 24 2.0 ENN300A Information Literacy 24 2.0 MDN251 Medical Office Procedures II 24 2.0 ENN200A Human Relations I 24 2.0 MDN255 Medical Assisting Certification Exam Preparation 24 2.0 ENN200B Human Relations II 24 2.0 MDN301A Diagnostic Coding I 24 2.0 ENN300A Medisoft I 24 2.0 MDN301A Diagnostic Coding I 24 2.0 MDN301A Medical Insurance Plans 24 2.0 MDN301A Medical Ins	Class No.	Class Title	Hours	Units	Class No.	Class Title Hou	urs	Units
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Puncture 24 2.0 MDN164B EKG and Capillary Puncture Skills Lab A 24 1.0 MDN164C EKC and Capillary Puncture Skills Lab A 24 1.0		Assisting Skills Lab B	24	1.0				73.5
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Puncture Skills Lab A 24 1.0 MDN164C FKC and Capillary ADD 164C FKC and Capillary		Puncture	24	2.0				
Puncture Skills Lab A 24 1.0	MDN164B	EKG and Capillary			-	g Speed Graduation Requiremen	nt:	
MDN164C EKG and Capillary * See eligibility requirements under "Class Descriptions"		Puncture Skills Lab A	24	1.0	30 NWPM			
See engionity requirements under Class Describtions	MDN164C	EKG and Capillary			* Saa aliaihi	lity requirements under "Class Des	orin	tions"
Puncture Skills Lab B 24 1.0 in the Course Catalog.		Puncture Skills Lab B	24	1.0			ocup	110115