
Specialized Associate Degree—Medical Assistant

Objective: This program is designed to train students to become medical administrative assistants and/or clinical assistants with a solid foundation in both areas. The emphasis on administrative and clinical skills includes extensive instruction in medical terminology, medical insurance billing, medical office procedures, medical clinical procedures, electronic health records, basic anatomy and physiology, and pharmacology. In addition, a medical office management class is offered to increase the student's skills in standard management duties and patient information protection and privacy. Students will be instructed in various medical-related software to include data protection and transmission. A 168-hour externship is included.

With completion of 1584 hours of core courses, students may continue in the Clinical/Administrative Program or choose concentrations in Health Information or Phlebotomy for the additional 96 hours.

The general education classes expand a student's potential for assumption of supervisory or management responsibility within a medical setting. The emphasis is placed on communications, critical thinking, human relations, decision making, and other skills required of well-qualified medical personnel. In keeping with the philosophy of the College, the emphasis in this program is placed on marketable medical skills.

Expected Educational Outcomes: Upon completing the Specialized Associate Degree – Medical Assistant program – Clinical / Administrative, Health Information, or Phlebotomy Concentration, students will have demonstrated:

1. The critical skills necessary to properly perform the various clinical duties using standard precautions (a set of guidelines set forth by OSHA).
2. The critical skills necessary to properly handle front office procedures.
3. Expanded focus of medical billing and coding for an out-patient setting.
4. An understanding of management concepts and communications, human relations principles, and critical thinking ability as they relate with career success and productivity.
5. Expanded focus regarding current medical issues such as laws, ethics, insurances, and electronic health records.
6. Knowledge of scope of practice and responsibilities of a medical administrative/clinical assistant.
7. Clinical / Administrative: Readiness to sit for the California Certified Medical Assistant or Registered Medical Assistant exam to become a Certified Medical Assistant.
8. Health Information Concentration: Readiness to sit for the Certified Professional Coder, Apprentice Status (CPC-A) exam or the Certified Coding Specialist (CCS), and the California Certified Medical Assistant or Registered Medical Assistant exam to become a Certified Medical Assistant.
9. Phlebotomy Concentration: Readiness to sit for the National Phlebotomy Certification exam leading toward Certified Phlebotomy Technician 1 (CPT-1) and the California Certified Medical Assistant or Registered Medical Assistant exam to become a Certified Medical Assistant.

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

Specialized (Occupational) Associate Degree awarded upon successful completion of all graduation requirements.

Empire College
Business – Law – Technology – Medical

Specialized Associate Degree—Medical Assistant

Program Outline: Requirements for Graduation

Class No.	Class Title	Qtr.		Class No.	Class Title	Qtr.	
		Hours	Units			Hours	Units
ACN160A	Fundamentals of Accounting IA	24	2.0	MDN166A	Phlebotomy and Urinalysis	24	2.0
ACN16LA	Fundamentals of Accounting IA Lab	24	1.0	MDN166B	Phlebotomy and Urinalysis Skills Lab A	24	1.0
ACN160B	Fundamentals of Accounting IB	24	2.0	MDN166C	Phlebotomy and Urinalysis Skills Lab B	24	1.0
ACN16LB	Fundamentals of Accounting IB Lab	24	1.0	MDN250	Medical Office Procedures I	24	2.0
BMN141	Math Review	24	1.0	MDN251	Medical Office Procedures II	24	2.0
BMN142	Business Math	24	2.0	MDN253	Medical Office Management	24	2.0
CMN127B	Introduction to Word I	24	1.0	MDN255	Medical Assisting Certification Exam Preparation	24	1.0
CMN185A	QuickBooks Pro I	24	1.0	MDN301A	Diagnostic Coding I	24	2.0
ENN100A	Business English IA - Grammar	24	2.0	MDN301B	Procedural Coding I	24	2.0
ENN100B	Business English IB - Grammar	24	2.0	MDN301C	Procedural Coding II	24	2.0
ENN200A	Business English IIA - Punctuation	24	2.0	MDN302A	MediSoft I	24	1.0
ENN200B	Business English IIB - Punctuation	24	2.0	MDN302B	MediSoft II	24	1.0
ENN300A	Business Correspondence I	24	1.0	MDN305	Medical Insurance Plans	24	2.0
GBN101	Career Transitions	24	2.0	MDN306	Claims Reimbursement	24	2.0
GBN132B	Administration: Records Management	24	2.0	MDN308A	Introduction to the Paperless Medical Office	24	1.0
MDN150	Anatomy and Physiology I	24	2.0	MDN308B	Application of the Paperless Medical Office	24	1.0
MDN151	Anatomy and Physiology II	24	2.0	MDN400B	Medical Career Preparation	24	1.0
MDN152	Anatomy and Physiology III	24	2.0	MDN401 *	Medical Externship	168	5.5
MDN160A	Beginning Medical Transcription I	24	1.0	RXN141A	Basic Health Care Math	24	2.0
MDN161A	Medical Terminology I	24	2.0	RXN175A	Principles of Pharmacology	24	2.0
MDN161B	Medical Terminology II	24	2.0	RXN185A	Pharmacology by Body Systems I	24	2.0
MDN162A	Introduction to Medical Assisting I	24	1.0	RXN185B	Pharmacology by Body Systems II	24	2.0
MDN162B	Intro. to Medical Assisting II	24	1.0	General Education			
MDN162C	Intro. to Medical Assisting III	24	1.0	CMN100	Computer Literacy	24	1.0
MDN163A	Injections and Surgical Assisting	24	2.0	ENN303A	Management Communications I	24	2.0
MDN163B	Injections and Surgical Assisting Skills Lab A	24	1.0	ENN303B	Management Communications II	24	2.0
MDN163C	Injections and Surgical Assisting Skills Lab B	24	1.0	GBN050	Information Literacy	24	2.0
MDN164A	EKG and Capillary Puncture	24	2.0	GBN200A	Human Relations I	24	2.0
MDN164B	EKG and Capillary Puncture Skills Lab A	24	1.0	GBN200B	Human Relations II	24	2.0
MDN164C	EKG and Capillary Puncture Skills Lab B	24	1.0	GBN200C	Human Relations III	24	2.0
				MAN101	Introduction to Algebra	24	2.0
				Total Core Classes:		1584	100.5

* See eligibility requirements under "Class Descriptions" in the Course Catalog.

Specialized Associate Degree—Medical Assistant

Clinical/Administrative Concentration

Class No.	Class Title	Qtr.	
		Hours	Units
	All Core Classes	1584	100.5
ENN300B	Business Correspondence II	24	1.0
GBN132A	Administration: Office Management	24	2.0
GBN132C	Administration: Project Management	24	2.0
PHN101A	Ethics in Technology and Society	24	2.0
	Program Total:	1680	107.5
	Total Weeks/Quarters:	84/7	

Keyboarding Speed Graduation Requirement:

40 NWPM

Health Information Concentration

Class No.	Class Title	Qtr.	
		Hours	Units
	All Core Classes	1584	100.5
BMN195A	10-Key Keypad	24	1.0
MDN310	Advanced Medical Coding	24	2.0
MDN311	Health Information Management	24	2.0
MDN312	Medical Coding Apprenticeship Certification Preparation	24	2.0
	Program Total:	1680	107.5
	Total Weeks/Quarters:	84/7	

Keyboarding Speed Graduation Requirement:

40 NWPM

Specialized Associate Degree—Medical Assistant

Phlebotomy Concentration

Class No.	Class Title	Hours	Qtr.
			Units
	All Core Classes	1584	100.5
PBN100	Basic Phlebotomy	28	2.0
PBN200	Advanced Phlebotomy	28	2.0
PBN500	Phlebotomy Externship	<u>40</u>	<u>1.0</u>
	Program Total:	1680	105.5
	Total Weeks/Quarters:	84/7	

Keyboarding Speed Graduation Requirement:

40 NWPM

Phlebotomy Concentration Entrance Requirements:

In addition to the entrance requirements described on pages 8-9, admission into Empire College's Phlebotomy Concentration is approved by the Phlebotomy Program Director. Factors used to determine potential to benefit include aptitude, attitude, experience, and demeanor. High school equivalency can be satisfied by a U.S. high school diploma or GED. Admission qualification is determined on an individual basis. All students enrolled must attend the full program, including externship.

Prior to beginning the Phlebotomy Concentration, Empire College will conduct a criminal background check to include, at a minimum, a search of county court records for all jurisdictions in which the student has resided during the past seven years, as well as a search to identify registered sex offenders.

It is the student's responsibility to provide evidence of medical coverage and proof of current status of the following health screenings: (1) negative result to an 8 panel drug screen; (2) Hepatitis B within last 10 years; (3) Measles/Mumps/Rubella – 2 if born after 1957; (4) Varicella (Titer/vaccine) – possibly 2 immunizations; (5) Tuberculosis (PPD - skin/chest x-ray) – 2 within the last 12 months; and (6) Tetanus/Diphtheria within the last 10 years.

State of California Certified Phlebotomy Technician Certification:

Individuals who successfully complete the Phlebotomy Concentration will receive a certificate of completion from Empire College allowing them to sit for the National certification examination. Upon passing the National examination, graduates are eligible to apply to the State for Certified Phlebotomy Technician 1 (CPT-1) certification. CPT-1 certification is required to work as a phlebotomist in the State of California.