
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 doctors' 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 – Medical Assistant program.

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 standard 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. Completing the California Certified Medical Assistant or Registered Medical Assistant exam to become a Certified Medical Assistant prior to the completion of the program.

Diploma awarded upon successful completion of all graduation requirements.

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

Empire College
Business – Law – Technology – Medical

Clinical Medical Assistant

Program Outline: Requirements for Graduation

Class No.	Class Title	Qtr.		Class No.	Class Title	Qtr.	
		Hours	Units			Hours	Units
BMN141	Math Review	24	1.0	MDN166A	Phlebotomy and Urinalysis	24	2.0
CMN100	Computer Literacy	24	1.0	MDN166B	Phlebotomy and Urinalysis Skills Lab A	24	1.0
CMN127B	Introduction to Word I	24	1.0	MDN166C	Phlebotomy and Urinalysis Skills Lab B	24	1.0
ENN100A	Business English IA - Grammar	24	2.0	MDN250	Medical Office Procedures I	24	2.0
ENN100B	Business English IB - Grammar	24	2.0	MDN251	Medical Office Procedures II	24	2.0
ENN200A	Business English IIA - Punctuation	24	2.0	MDN255	Medical Assisting Certification Exam Preparation	24	1.0
ENN200B	Business English IIB - Punctuation	24	2.0	MDN301A	Diagnostic Coding I	24	2.0
ENN300A	Business Correspondence I	24	1.0	MDN302A	MediSoft I	24	1.0
GBN050	Information Literacy	24	2.0	MDN302B	MediSoft II	24	1.0
GBN101	Career Transitions	24	2.0	MDN305	Medical Insurance Plans	24	2.0
GBN200A	Human Relations I	24	2.0	MDN308A	Introduction to the Paperless Medical Office	24	1.0
GBN200B	Human Relations II	24	2.0	MDN308B	Application of the Paperless Medical Office	24	1.0
MDN150	Anatomy and Physiology I	24	2.0	MDN400B	Medical Career Preparation	24	1.0
MDN151	Anatomy and Physiology II	24	2.0	MDN401 *	Medical Externship	168	5.5
MDN152	Anatomy and Physiology III	24	2.0	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	Introduction to Medical Assisting II	24	1.0		Total:	1200	72.5
MDN162C	Introduction to Medical Assisting III	24	1.0		Total Weeks/Quarters:	60/5	
MDN163A	Injections and Surgical Assisting	24	2.0				
MDN163B	Injections and Surgical Assisting Skills Lab A	24	1.0				
MDN163C	Injections and Surgical Assisting Skills Lab B	24	1.0				
MDN164A	EKG and Capillary Puncture	24	2.0				
MDN164B	EKG and Capillary Puncture Skills Lab A	24	1.0				
MDN164C	EKG and Capillary Puncture Skills Lab B	24	1.0				

Graduation Requirements:

30 NWPM keyboarding speed

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