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## Specialized Associate Degree—Clinical Medical Professional

**Objective:** This program is designed to train students to become medical assistants with a solid foundation in clinical skills. The emphasis on clinical skills includes instruction in medical terminology, medical clinical procedures, medical office 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, as well as a 40-hour phlebotomy externship.

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.

**Department of Labor Standard Occupational Classification (SOC) Code(s):** 31-9092.00 - Medical Assistants and 31-9097.00 - Phlebotomist  
**CIP Code(s):** 51.0801 – Medical/Clinical Assistant

**Expected Educational Outcomes:** Upon completing the Specialized Associate Degree – Clinical Medical Professional 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).
2. An understanding of management concepts and communications, human relations principles, and critical thinking ability as they relate with career success and productivity.
3. Expanded focus regarding current medical issues such as laws, ethics, insurances, and electronic health records.
4. Knowledge of scope of practice and responsibilities of a medical assistant.
5. The critical skills necessary to properly handle basic front office procedures and diagnostic coding.
6. Readiness to sit for the national phlebotomy certification exam leading toward Certified Phlebotomy Technician 1 (CPT-1) and the California Certified Medical Assistant, Registered Medical Assistant, or National Certified Medical Assistant exam to become a Certified Medical Assistant.

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

**Empire College**  
**3035 Cleveland Avenue**  
**Santa Rosa, CA 95403**  
**707-546-4000**  
**[www.empcol.edu](http://www.empcol.edu)**

**Empire College**  
Business – Law – Technology – Medical

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## Program Outline: Requirements for Graduation

Class No.	Class Title	Hours	Qtr.	Units	Class No.	Class Title	Hours	Qtr.	Units
BMN142	Business Math	24		2.0	MDN308A	Electronic Health Records I	24		1.0
CMN127B	Introduction to Word I	24		1.0	MDN308B	Electronic Health Records II	24		1.0
CMN310K	Comprehensive Outlook	24		1.0	MDN400B	Medical Career Preparation	24		1.0
ENN101A	Business English - Grammar	24		2.0	MDN401 *	Medical Externship	168		5.5
ENN101B	Business English - Punctuation	24		2.0	PBN100	Basic Phlebotomy	28		2.0
ENN300A	Business Correspondence I	24		1.0	PBN200	Advanced Phlebotomy	28		2.0
GBN101	Career Transitions	24		2.0	PBN500	Phlebotomy Externship	40		1.0
GBN132B	Administration: Records Management	24		2.0	RXN141A	Basic Health Care Math	24		2.0
MDN150	Anatomy and Physiology I	24		2.0	RXN175A	Principles of Pharmacology	24		2.0
MDN151	Anatomy and Physiology II	24		2.0	RXN185A	Pharmacology by Body Systems I	24		2.0
MDN152	Anatomy and Physiology III	24		2.0	RXN185B	Pharmacology by Body Systems II	24		2.0
MDN161A	Medical Terminology I	24		2.0	<b>General Education</b>				
MDN161B	Medical Terminology II	24		2.0	ENN303A	Management Communications I	24		2.0
MDN162A	Introduction to Medical Assisting I	24		1.0	ENN303B	Management Communications II	24		2.0
MDN162B	Intro. to Medical Assisting II	24		1.0	GBN050	Information Literacy	24		2.0
MDN162C	Intro. to Medical Assisting III	24		1.0	GBN200A	Human Relations I	24		2.0
MDN163A	Injections and Surgical Assisting	24		2.0	GBN200B	Human Relations II	24		2.0
MDN163B	Injections and Surgical Assisting Skills Lab A	24		1.0	GBN200C	Human Relations III	24		2.0
MDN163C	Injections and Surgical Assisting Skills Lab B	24		1.0	MAN101	Introduction to Algebra	24		2.0
MDN164A	EKG and Capillary Puncture	24		2.0	PHN101A	Ethics in Technology and Society	24		2.0
MDN164B	EKG and Capillary Puncture Skills Lab A	24		1.0	Program Total:		1440		90.5
MDN164C	EKG and Capillary Puncture Skills Lab B	24		1.0	Total Weeks/Quarters:		72/6		
MDN166A	Phlebotomy and Urinalysis	24		2.0	<b>Keyboarding Speed Graduation Requirement:</b>				
MDN166B	Phlebotomy and Urinalysis Skills Lab A	24		1.0	40 NWPM				
MDN166C	Phlebotomy and Urinalysis Skills Lab B	24		1.0	* See eligibility requirements under "Class Descriptions" in the Course Catalog.				
MDN250	Medical Office Procedures I	24		2.0					
MDN251	Medical Office Procedures II	24		2.0					
MDN253	Medical Office Management	24		2.0					
MDN255	Medical Assisting Certification Exam Preparation	24		1.0					
MDN301A	Diagnostic Coding I	24		2.0					
MDN301B	Procedural Coding I	24		2.0					
MDN302A	MediSoft I	24		1.0					
MDN302B	MediSoft II	24		1.0					
MDN305	Medical Insurance Plans	24		2.0					

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### **PBN100-PBN500 Entrance Requirements:**

In addition to the entrance requirements described on pages 8-9, admission into Empire College's PBN100-PBN500 courses 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 PBN100-PBN500 courses, 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 PBN100-PBN500 courses 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.