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## 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***  
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**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 |
| BMN142    | Business Math                                  | 24    | 2.0   | MDN166A   | Phlebotomy and Urinalysis                        | 24    | 2.0   |
| CMN127B   | Introduction to Word I                         | 24    | 1.0   | MDN166B   | Phlebotomy and Urinalysis                        |       |       |
| CMN310K   | Comprehensive Outlook                          | 24    | 1.0   |           | Skills Lab A                                     | 24    | 1.0   |
| ENN101A   | Business English - Grammar                     | 24    | 2.0   | MDN166C   | Phlebotomy and Urinalysis                        |       |       |
| ENN101B   | Business English - Punctuation                 | 24    | 2.0   |           | Skills Lab B                                     | 24    | 1.0   |
| ENN300A   | Business Correspondence I                      | 24    | 1.0   | MDN250    | Medical Office Procedures I                      | 24    | 2.0   |
| GBN050    | Information Literacy                           | 24    | 2.0   | MDN251    | Medical Office Procedures II                     | 24    | 2.0   |
| GBN101    | Career Transitions                             | 24    | 2.0   | MDN255    | Medical Assisting Certification Exam Preparation | 24    | 1.0   |
| GBN200A   | Human Relations I                              | 24    | 2.0   | MDN301A   | Diagnostic Coding I                              | 24    | 2.0   |
| GBN200B   | Human Relations II                             | 24    | 2.0   | MDN302A   | MediSoft I                                       | 24    | 1.0   |
| GBN200C   | Human Relations III                            | 24    | 2.0   | MDN302B   | MediSoft II                                      | 24    | 1.0   |
| MDN150    | Anatomy and Physiology I                       | 24    | 2.0   | MDN305    | Medical Insurance Plans                          | 24    | 2.0   |
| MDN151    | Anatomy and Physiology II                      | 24    | 2.0   | MDN308A   | Electronic Health Records I                      | 24    | 1.0   |
| MDN152    | Anatomy and Physiology III                     | 24    | 2.0   | MDN308B   | Electronic Health Records II                     | 24    | 1.0   |
| MDN161A   | Medical Terminology I                          | 24    | 2.0   | MDN400B   | Medical Career Preparation                       | 24    | 1.0   |
| MDN161B   | Medical Terminology II                         | 24    | 2.0   | MDN401 *  | Medical Externship                               | 168   | 5.5   |
| MDN162A   | Introduction to Medical Assisting I            | 24    | 1.0   | PHN101    | Ethics in Technology and Society                 | 24    | 1.0   |
| MDN162B   | Introduction to Medical Assisting II           | 24    | 1.0   | RXN141A   | Basic Health Care Math                           | 24    | 2.0   |
| MDN162C   | Introduction to Medical Assisting III          | 24    | 1.0   | RXN175A   | Principles of Pharmacology                       | 24    | 2.0   |
| MDN163A   | Injections and Surgical Assisting              | 24    | 2.0   | RXN185A   | Pharmacology by Body Systems I                   | 24    | 2.0   |
| MDN163B   | Injections and Surgical Assisting Skills Lab A | 24    | 1.0   | RXN185B   | Pharmacology by Body Systems II                  | 24    | 2.0   |
| MDN163C   | Injections and Surgical Assisting Skills Lab B | 24    | 1.0   |           | Total:   | 1200  | 73.5  |
| MDN164A   | EKG and Capillary Puncture                     | 24    | 2.0   |           | Total Weeks/Quarters:                            | 60/5  |       |
| MDN164B   | EKG and Capillary Puncture Skills Lab A        | 24    | 1.0   |           |  |       |       |
| MDN164C   | EKG and Capillary Puncture Skills Lab B        | 24    | 1.0   |           |  |       |       |

**Keyboarding Speed Graduation Requirement:**  
30 NWPM

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