MEDICAL ASSISTING
Health, Athletics, Wellness, and Kinesiology Division
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http://www.cabrillo.edu/programs

Medical Assisting A.S. Degree
The Medical Assistant is an integral part of the medical team; thus the job demands the same high caliber of ethics, attitude, confidentiality and performance that the public has come to expect of the medical profession. Opportunities are many and varied, depending upon such factors as personal ability, experience and education. Medical Assistants may become managers of clinics or group practices as well as assist in the physician's office, clinic, or hospital.

Learning Outcomes
1. Accurately and safely perform medical assisting tasks and procedures.
2. Perform receptionist and administrative medical facility duties.
3. Interact professionally and ethically with patients and medical facility personnel, working within the medical assistant scope of practice.

How to Apply
Admission to the Medical Assisting Program requires a separate and additional process to the general college admission. The Medical Assisting information and application form is available online at https://sites.google.com/a/cabrillo.edu/ma-learning-community/home
General college admission information is available on the Admissions & Records website found at http://cabrillo.edu/services/ar/

Security Screening
To comply with state and local regulations for health care providers, students participating in externships through the Cabrillo College Medical Assisting program are required to meet vaccination and drug testing requirements and provide documentation to the Student Health Services Center before being placed at an externship site. Students are also required to complete criminal background checks and may be required to undergo fingerprinting.

A.S. General Education 21 Units

Core Courses (39 units) Units

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MA 70</td>
<td>Medical Terminology</td>
<td>3</td>
</tr>
<tr>
<td>MA 100</td>
<td>Medical Assistant Essentials</td>
<td>4</td>
</tr>
<tr>
<td>MA 115</td>
<td>Administrative Skills for Medical Assistants</td>
<td>8</td>
</tr>
<tr>
<td>MA 125*</td>
<td>Clinical Skills for Medical Assistants I</td>
<td>4</td>
</tr>
<tr>
<td>MA 135**</td>
<td>Clinical Skills for Medical Assistants I II</td>
<td>6</td>
</tr>
<tr>
<td>MA 170</td>
<td>Medical Terminology - Structure &amp; Function</td>
<td>4</td>
</tr>
<tr>
<td>MA 173A</td>
<td>Medical Law &amp; Ethics</td>
<td>2</td>
</tr>
<tr>
<td>MA 184</td>
<td>Health Care Communication</td>
<td>2</td>
</tr>
<tr>
<td>CAbT 38</td>
<td>Introduction to Microsoft Office</td>
<td>3-4</td>
</tr>
<tr>
<td>MA 101</td>
<td>Medical Assisting Externship</td>
<td>3</td>
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</table>

Total Units 60

*MA 125 must be taken within one year of externship.
**MA 135 must be taken in semester immediately preceding MA 101 (externship).

Medical Assisting Certificate of Achievement
The Cabrillo College Medical Assistant Program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Medical Assisting Education Review Board (MAERB).

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<td>3</td>
</tr>
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</table>

Other Required Courses (3-6 units)

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<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAbT 157</td>
<td>Business and Technical Writing</td>
<td>3</td>
</tr>
<tr>
<td>or ENGL 100</td>
<td>Elements of Writing</td>
<td>3</td>
</tr>
<tr>
<td>or ESL 100</td>
<td>High Advanced Academic ESL</td>
<td>4-6</td>
</tr>
</tbody>
</table>

Total Units 42-46

*MA 125 must be taken within one year of externship.
**MA 135 must be taken in semester immediately preceding MA 101 (externship).
**Medical Office Receptionist Skills Certificate**

**Learning Outcomes**
1. Demonstrate and apply legal and ethical concepts, medical terminology, communication and administrative skills in a healthcare setting.

**Required Courses**

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<tbody>
<tr>
<td>MA 70</td>
<td>Medical Terminology</td>
</tr>
<tr>
<td>MA 105</td>
<td>Administrative Skills for Medical Office Receptionists</td>
</tr>
</tbody>
</table>

**Total Units** 7

**Phlebotomy Technician Skills Certificate**

**Learning Outcomes**
1. Accurately and safely draw blood using capillary and venipuncture procedures.
2. Label, handle, and process blood and non-blood specimens to avoid preanalytical sources of error and deliver to appropriate department.

**Required Courses**

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<tr>
<td>MA 130A</td>
<td>Phlebotomy</td>
</tr>
<tr>
<td>MA 130AL</td>
<td>Phlebotomy Lab</td>
</tr>
<tr>
<td>MA 130B</td>
<td>Phlebotomy-Advanced</td>
</tr>
<tr>
<td>MA 102</td>
<td>Phlebotomy Externship</td>
</tr>
<tr>
<td>MA 70</td>
<td>Medical Terminology</td>
</tr>
</tbody>
</table>

**Total Units** 9

*This course is required for California State Licensing, and must be taken within one year of MA 102.

**Medical Assisting Courses**

**MA 70  Medical Terminology**
3 units; 3 hours Lecture
Recommended Preparation: ENGL 100 or ESL 100 and READ 100.
Repeatability: May be taken a total of 1 time.
Teaches allied health students fundamentals of medical word building with emphasis on prefixes, word roots, suffixes, combining forms, abbreviations, and lay terms. May be offered in a Distance-Learning Format.
*Transfer Credit: Transfers to CSU.*

**MA 100  Medical Assistant Essentials**
4 units; 4 hours Lecture
Repeatability: May be taken a total of 1 time.
Teaches essential principles, skills, and professionalism for success in the medical assistant profession.
*Transfer Credit: Non-transferable.*

**MA 101  Medical Assisting Externship**
3 units; 10 hours Laboratory
Prerequisite: Completion of the Medical Assisting Program.
Recommended Preparation: Eligibility for MATH 154.
Repeatability: May be taken a total of 1 time.
Provides a simulated employment experience for medical assisting students in an ambulatory healthcare facility. Students are supervised and unpaid.
*Transfer Credit: Non-transferable.*

**MA 102  Phlebotomy Externship**
2 units; 6.67 hours Laboratory
Prerequisite: Completion of the Phlebotomy Program.
Recommended Preparation: Eligibility for MATH 154.
Repeatability: May be taken a total of 1 time.
Provides a simulated employment experience for phlebotomy students in a healthcare facility. Students are supervised and unpaid.
*Transfer Credit: Non-transferable.*

**MA 105  Administrative Skills for Medical Office Receptionists**
4 units; 4 hours Lecture
Repeatability: May be taken a total of 1 time.
Teaches medical assisting students administrative skills utilized in outpatient medical settings. May be offered in a Distance-Learning Format.
*Transfer Credit: Non-transferable.*

**MA 115  Administrative Skills for Medical Assistants**
8 units; 8 hours Lecture
Prerequisite: MA 70 and Acceptance to the Cabrillo Medical Assisting Program.
Recommended Preparation: Eligibility for MATH 154.
Repeatability: May be taken a total of 1 time.
Teaches medical assisting students administrative skills utilized in outpatient medical settings. May be offered in a Distance-Learning Format.
*Transfer Credit: Non-transferable.*

**MA 125  Clinical Skills for Medical Assistants I**
4 units; 3 hours Lecture, 3 hours Laboratory
Prerequisite: MA 70.
Recommended Preparation: Eligibility for MATH 154.
Repeatability: May be taken a total of 1 time.
Teaches medical assisting students clinical skills utilized in outpatient medical settings. May be offered in a Distance-Learning Format.
*Transfer Credit: Non-transferable.*
MA 130A  Phlebotomy
1.5 units; 1.5 hours Lecture
Prerequisite: MA 70
Co-requisite: MA 130AL or current California phlebotomy certification.
Repeatability: May be taken a total of 1 time.
California Certified basic phlebotomy course teaching proper collection of blood specimens, choice of proper equipment, venipuncture techniques, patient care, safety, tests, and quality assurance. This course is designed for all beginning students and for phlebotomists with less than 1,040 hours of experience. Students who wish to become California state certified phlebotomists must complete MA 130A, MA 130B and MA 130AL, and a 120-hour externship. Phlebotomists with less than 1,040 hours must take MA 130A and B to become certified. Phlebotomists with more than 1,040 hours must take MA 130B. All students must pass a national phlebotomy certification examination to become certified. May be offered in a Distance-Learning Format.
Transfer Credit: Non-transferable.

MA 130AL  Phlebotomy Lab
1 unit; 4 hours Laboratory
Co-requisite: MA 130A or current California phlebotomy certification.
Repeatability: May be taken a total of 1 time.
Provides the skills portion of the MA 130 series for beginning phlebotomy students working towards state certification. Students will perform approximately 35 venipunctures and 2 skin punctures, learning clinical and hospital procedures. A two-unit externship (MA 102) is also required for those planning to become state certified phlebotomists. Students MUST bring a copy of verification of Hepatitis B vaccinations 1 and 2 to the first class. Student skills must demonstrate compliance to safety instructions or students may be dropped from course. New students who wish to become California state certified phlebotomists must complete MA 130A, MA 130B and MA 130AL, and a 120-hour externship. Phlebotomists with less than 1,040 hours must take MA 130A and B to become certified. Phlebotomists with more than 1,040 hours must take MA 130B. All students must pass a national phlebotomy examination to become certified. May be offered in a Distance-Learning Format.
Transfer Credit: Non-transferable.

MA 130B  Phlebotomy-Advanced
1.5 units; 1.5 hours Lecture
Prerequisite: MA 130A or current California phlebotomy certification; MA 130AL.
Repeatability: May be taken a total of 1 time.
Teaches phlebotomy equipment, techniques, patient care, safety, tests, advanced infection control and bio-hazards, quality assurance and communications. Advanced lecture required for state certification. Course designed for all students including phlebotomists with more than 1,040 hours of phlebotomy experience. All students must pass a national phlebotomy examination to become certified. May be offered in a Distance-Learning Format.
Transfer Credit: Non-transferable.

MA 135  Clinical Skills for Medical Assistants II
6 units; 4 hours Lecture, 8 hours Laboratory
Hybrid Requisite: MA 125.
Recommended Preparation: Eligibility for MATH 154.
Repeatability: May be taken a total of 1 time.
Teaches medical assisting students advanced clinical skills utilized in outpatient medical settings. May be offered in a Distance-Learning Format.
Transfer Credit: Non-transferable.

MA 160  Basic ICD-10-CM and CPT Coding
1 unit; 1 hour Lecture
Prerequisite: MA 70.
Repeatability: May be taken a total of 1 time.
Teaches basic principles and conventions of the International Classification of Diseases, 10th Revision, Clinical Modification (ICD-10-CM) and Current Procedural Terminology (CPT) coding classification systems to students not majoring in billing or coding.
Transfer Credit: Non-transferable.

MA 165  Injection Short Course
1 unit; 0.5 hour Lecture, 1.5 hours Laboratory
Prerequisite: MA 70.
Repeatability: May be taken a total of 1 time.
Teaches allied health students and current health care employees the correct procedures for administering intramuscular, intradermal, and subcutaneous injections.
Transfer Credit: Non-transferable.

MA 170  Medical Terminology-Structure, Function, and Disease Processes of the Human Body
4 units; 4 hours Lecture
Recommended Preparation: Math 154.
Repeatability: May be taken a total of 1 time.
Teaches medical assisting students terms of anatomy, physiology, disease processes, pharmacology, diagnostic, operative, and x-ray procedures. May be offered in a Distance-Learning Format.
Transfer Credit: Non-transferable.
MA 172 Medical Office Procedures
4 units; 4 hours Lecture
Repeatability: May be taken a total of 1 time.
Teaches medical assistant students administrative skills and basic financial management utilized in outpatient medical settings.
Transfer Credit: Non-transferable.

MA 173A Medical Law & Ethics
2 units; 2 hours Lecture
Repeatability: May be taken a total of 1 time.
Teaches medical assisting students medical law, liability, and ethics.
May be offered in a Distance-Learning Format.
Transfer Credit: Non-transferable.

MA 181 Medical Insurance
3 units; 3 hours Lecture
Prerequisite: MA 160.
Repeatability: May be taken a total of 1 time.
Teaches theory and application of medical insurance billing and procedures as used in medical facilities.
Transfer Credit: Non-transferable.

MA 183C EKG Complete Skills
2 units; 1 hour Lecture, 3 hours Laboratory
Prerequisite: MA 70.
Repeatability: May be taken a total of 1 time.
Teaches electrocardiography skills, holter and stress monitoring, and recognition of cardiac irregularities.
Transfer Credit: Non-transferable.

MA 184 Health Care Communication
2 units; 2 hours Lecture
Repeatability: May be taken a total of 1 time.
Teaches medical assistant and other allied health students skills of professional conduct and interaction for healthcare settings and job-related social settings.
Transfer Credit: Non-transferable.

MA 185B Phlebotomy
1 unit; 0.5 hour Lecture, 1.5 hours Laboratory
Prerequisite: MA 70.
Repeatability: May be taken a total of 1 time.
Teaches health students and current healthcare employees phlebotomy. Course does not satisfy California State Phlebotomy licensing requirements.
Transfer Credit: Non-transferable.

MA 189 Electronic Health Records
1.5 units; 1 hour Lecture, 1.5 hours Laboratory
Repeatability: May be taken a total of 1 time.
Teaches the use of electronic health records documenting patient encounter from scheduling to recording medical information. May be offered in a Distance-Learning Format.
Transfer Credit: Non-transferable.

MA 190A-Z Special Topics in Medical Assistant
0.5 – 5 units; 0.5 – 5 hours Lecture
Repeatability: May be taken a total of 1 time.
Investigates special selected areas of interest in Medical Assistant not covered by regular catalog offerings. The special areas will be announced, described, and given their own titles and letter designations in the Schedule of Classes.
Transfer Credit: Non-transferable.