



College of the Redwoods

Health Occupations
7351 Tompkins Hill Road
Eureka, CA 95501-9300
(707) 476-4214
(707) 476-4419 (Fax)

Medical Assisting Program Information

The Medical Assisting Program is a two-semester curriculum, which prepares the graduate clinically and administratively, as a multi-skilled medical professional, dedicated to assisting the physician with patient care management in physicians' offices, clinics and other health care agencies.

Upon successful completion of the program, graduates will hold a Certificate of Achievement in Medical Assisting, certificates for completion of training for Venipuncture and Injection, and are eligible to sit for the California Medical Assisting Certification examination.

A new program begins each fall semester. A part-time pattern option is available for those wishing to take fewer units over a longer period of time.

An Associate of Science Degree may be obtained by completing additional units that satisfy general education requirements. Please see a college counselor to complete an Educational Plan.

Application Procedure

- File a complete enrollment form to the College of the Redwoods. Students must be accepted by the college to participate in the Medical Assisting program.
- File a complete Medical Assisting application. An application for the program may be downloaded at www.redwoods.edu/departments/HO/index.asp
- Submit verification of high school graduation by *official* high school transcripts (with an official stamp embossed on the document in an unopened envelope), an official letter from the high school, evidence of equivalency, or GED.
- Applicants who have taken coursework from accredited colleges to be applied towards the MA program must file official transcripts (with an official stamp embossed on the document in an unopened envelope) from the respective institutions to College of the Redwoods Health Occupations Office.
- Complete the college assessment tests for English and Math
 - ❖ Eligibility for English 1A, English 150 or Bus 152
 - ❖ Eligibility for Math 105/106 or higher.

Complete the attached special application form for the Medical Assisting Program and submit to the Health Occupations Department with a copy of math and English assessment scores and official verification of high school graduation.

Public Notice/Nondiscrimination: All classes are open to those who have met the academic prerequisites. College of the Redwoods does not discriminate on the basis of ethnicity, religion, age, gender, sexual orientation, color or disability in any of its programs or activities. The College is committed to providing reasonable accommodations for persons with disabilities. Upon request this publication will be made available in alternate formats.

The **Selection Process** will rank complete applications on a first come first served basis using the *Department of Health Occupations Medical Assisting Application* and submission of appropriate documents to the Health Occupations Department. Incomplete and/or ineligible applications will be returned.

All eligible applicants will be ranked in order of receipt of completed applications. Students highest on the waiting list will be admitted in ranking order.

One class of limited size will be admitted each fall semester. Waiting list applicants will be notified of vacancies until the first day of class. Reapplication must be made for the following year when no space is available.

Please keep the Health Occupations Office notified of changes in your address and/or phone number. If the Health Occupations Office does not have current contact information (telephone or email) available and you are not reachable, seats will be awarded to another student.

Program Requirements

The **health and safety** of the public being served must be protected. Applicants must be in good health and be able to perform the physical and mental work required in the program. Upon admission to the program, students must meet the following health status requirements:

- ❖ Submit a job related physical exam by an MD, PA or FNP. The form will be distributed to the class prior to MA 165 externships. The physical requirements of the program are available at the Health Occupations office and should be discussed with your health care provider if you have any questions.
- ❖ Provide proof of communicable disease immunizations – tetanus, MMR, Varicella.
- ❖ Receive Hepatitis B vaccine series (or sign a waiver) .
- ❖ Obtain 2-tier TB test if last PPD was prior to 6 months ago or a single test if last PPD was less than 6 months ago.
- ❖ Students impaired by alcoholism, drug abuse, or emotional illness that could impede their educational progress are encouraged to seek aid for such conditions.
- ❖ Students must meet established physical and emotional requirements for safe clinical practice. Any concerns regarding health status issues should be discussed with the program director.
- ❖ Malpractice insurance for all Health Occupations students is provided by the College of the Redwoods without an additional fee.
- ❖ A current **CPR Certification** including adult, child and infant CPR for both one- rescuer and two-rescuers CPR prior to the spring semester. **This can be satisfied by either:**
 1. American Heart Association – *Basic Life Support (BLS) – Level C*
 - or
 2. American Red Cross – *CPR for the Professional Rescuer* course.

Transportation: Each student must have reliable transportation before beginning their clinical externship during spring semester.

Cost of the Program

- Enrollment fees for the program are \$26 per unit per semester plus a \$12 mandatory health fee. Books, supplies, uniforms, nametag, and materials fees are additional.
- Immunizations are available from the Student Health Center for a fee of approximately \$150.00.
- Students are required to have uniforms, white shoes and a watch with second display. Uniforms will be ordered at the first class meeting. Students should be prepared to pay for their order. The color of the uniform will be a lilac scrub top, white pants, and shoes. Approximate cost is \$150.00.
- Skills lab supplies may be required to purchase for an approximate cost of \$70.00.

Note: *above cost subject to change*

Curriculum Pattern

Medical Assisting Certificate of Achievement

Prerequisites

ENGL 350 with a "C" or better or eligibility for ENGL 1A, 150 or Bus 152 English assessment test.

MATH 375/376 with "C" or better or eligibility for MATH 105/106 or higher on the math assessment test.

FULL TIME OPTION

Fall Semester

<i>Course #</i>	<i>Title</i>	<i>semester units</i>	<i>total units</i>
* BUS 152 or	Business English		
ENGL 150/150L	College Reading & Writing	3.0	
CIS1/1L	Computer Literacy & Lab	3.0	
+ MA 152	Medical Terminology	3.0	
+ MA 155	Medical Assisting I	7.5	
			16.5

Spring Semester

MA 165	Medical Assisting II	8.5	
* PSYCH 1 or	General Psychology		
* PSYCH 33	Personal Growth & Adjustment	3.0	
* SPCH 7 or	Interpersonal Communication		
SPCH 1	Public Speaking	3.0	
			14.5

Total = 31 Program units

+ Prerequisite for MA 165

* Fulfill an A.S. Degree General Education requirement

PART TIME OPTION

<u>Option 1</u>	<u># Units</u>	<u>Option 2</u>	<u># Units</u>
<u>Fall Semester - First Year</u>		<u>Fall Semester - First Year</u>	
BUS 152 or	3	ENGL 350/350L	6
ENGL 150/150L			
CIS 1/1L	<u>3</u>	Math 375	<u>3</u>
Total	6		9
<u>Spring Semester - First Year</u>		<u>Spring Semester - First Year</u>	
SPCH 7 or		BUS 152 or	
SPCH 1	3	ENGL 150/150L	3
MA 152	3	CIS 1/1L	3
	<u> </u>	MA 152	<u>3</u>
Total	6		9

(Part time pattern continued on the following page.)

Part Time Option – Continued

Option 1	# Units	Option 2	# Units
<u>Summer Session</u>		<u>Summer Session</u>	
PSYCH 1 or	3	PSYCH 1 or	3
PSYCH 33	—	PSYCH 33	—
Total	3		3
<u>Fall Semester – Second Year</u>		<u>Fall Semester – Second Year</u>	
MA 155	7.5	MA 155	7.5
	—	SPCH 7 or SPCH 1	3
Total	7.5		10.5
<u>Spring Semester – Second Year</u>		<u>Spring Semester – Second Year</u>	
MA 165	8.5	MA 165	8.5
Total	8.5		8.5
TOTAL = 31 Program Units		TOTAL = 31 Program Units	

For an Associate of Science Degree option additional 29 units are required

Required 9 units from the following:

BIO 8	Human Biology (Core area A)	3.0	
<i>or</i>			
LVN 114	Anatomy/Physiology	3.0	
	Humanities category course (Core area C)	3.0	
	Mathematics category course (Core area D ₃)	3.0	9.0

Plus 20 units of additional electives

Suggested electives			20.0
BUS 1A	Principles of Accounting	4.0	
HO 15	Nutrition	3.0	
BUS 12	Keyboarding Skills Development	1.0	
BUS 14M	Advanced Keyboarding-Medical	1.0	
SOC 1	Intro to Sociology	3.0	
SOC 2	Social Problems	3.0	

Total = 29 units
(additional units for AS Degree)

TOTAL = 60 Units

Note: For further information on program prerequisites, recommendations, and application process, contact the Health Occupations Department at (707) 476-4214.