

# MEDICAL ASSISTING: COMBINED ADMINISTRATIVE/ CLINICAL - ASSOCIATE IN SCIENCE

Plan Code: 2608

The Medical Assistant Program is designed to educate the student for immediate employment providing assistance to the physician in caring for patients in the medical office or clinic. The wide range of clinical and business duties provides an interesting career for one who enjoys working with people. The Medical Assisting Program is approved by the Long Beach Medical Association. The program is designed to be completed in one academic year and includes either the administrative or clinical assisting courses or a combination of both.

## Program Student Learning Outcomes

- Demonstrate the ability to attain the Institutional Student Learning Outcomes (ISLOs).
- Accurately assess a patient’s vital signs.
- Analyze medical records and accurately construct a medical insurance claim form.
- Inspect and correctly troubleshoot artifacts while performing an electrocardiogram.
- Apply common practices to Medical Asepsis in a physician’s office and daily living.

## Program Requirements

This degree requires the completion of General Education coursework plus the following:

Code Number	Course Title	Units
<b>REQUIRED COURSES</b>		
ANAT 41 or BIO 60	Anatomy & Physiology Human Biology	4-5
AH 60	Medical Terminology	3
AH 276	Health Care Law	1
MA 270	Introduction to Medical Assisting	3
MA 280	Health Care Clinical Procedures	3
MA 282	Advanced Health Care Clinical Procedures	3
MA 286	Medical Assisting Combined Practicum	4
MA 288	Medical Assisting Practicum Seminar	1
MA 290	Basic Medical Insurance Billing	3
<b>Subtotal Units</b>		<b>25-26</b>
IN ADDITION, complete ONE of the following Administrative Options:		
Accounting Option		
Database Option		
<b>Subtotal Units</b>		<b>6-7</b>
<b>Required Subtotal</b>		<b>31-33</b>
Complete one of the following: <sup>1</sup>		19-39

LBCC General Education (Plan A) (<https://lbcc-public.courseleaf.com/academic-requirements/general-education-transfer-degree-certificate-requirements/general-education-plans/plan-a/>)

CSU GE Breadth (Plan B) (<https://lbcc-public.courseleaf.com/academic-requirements/general-education-transfer-degree-certificate-requirements/general-education-plans/plan-b/>)

IGETC Pattern (Plan C) (<https://lbcc-public.courseleaf.com/academic-requirements/general-education-transfer-degree-certificate-requirements/general-education-plans/plan-c/>)

Electives (as needed to reach 60 degree-applicable units) <sup>2</sup>

**Minimum Degree Total 60**

<sup>1</sup> Units for the major may be double-counted for LBCC GE, CSU GE, or IGETC; see counselor for limitations.

<sup>2</sup> Elective units from course(s) numbered 1-599, if needed, to reach 60 degree-applicable units.

## Accounting Option

Code Number	Course Title	Units
ACCTG 200	Introduction to Accounting	3
COSA 1	Computer Information Competency	1
COSA 10	Microsoft Word for Windows	3
<b>Subtotal Units</b>		<b>7</b>

## Database Option

Code Number	Course Title	Units
COSA 15	Microsoft Excel for Windows	3
COSA 25	Microsoft Access for Windows	3
<b>Subtotal Units</b>		<b>6</b>

# MEDICAL ASSISTING: COMBINED ADMINISTRATIVE/ CLINICAL - CERTIFICATE OF ACHIEVEMENT

Plan Code: 3608

An Administrative/Clinical Medical Assistant assists the physician in caring for the patient in the medical office or clinic. The range of administrative and clinical duties include assisting with the physical exam, specialty exams, and minor surgery; sterilization; laboratory procedures; giving injections; diagnostic tests; pharmacology; taking a health history; venipuncture; and handling emergency situations, answering phones, scheduling in and out of office appointments, verifying insurance, greeting patients, insurance billing (CPT and ICD-10 coding), insurance authorizations, vital signs, and processing payments.

## Program Student Learning Outcomes

- Demonstrate clinical patient skills.
- Demonstrate administrative patient skills.
- Demonstrate medical office employability skills.

## Program Requirements

Code Number	Course Title	Units
<b>REQUIRED COURSES</b>		
ANAT 41 or BIO 60	Anatomy & Physiology Human Biology	4-5
AH 60	Medical Terminology	3
AH 276	Health Care Law	1
MA 270	Introduction to Medical Assisting	3
MA 280	Health Care Clinical Procedures	3
MA 282	Advanced Health Care Clinical Procedures	3
MA 286	Medical Assisting Combined Practicum	4
MA 288	Medical Assisting Practicum Seminar	1
MA 290	Basic Medical Insurance Billing	3
<b>Subtotal Units</b>		<b>25-26</b>
IN ADDITION, complete ONE of the following Administrative Options:		
	Accounting Option	
	Database Option	
<b>Subtotal Units</b>		<b>6-7</b>
<b>Total Units</b>		<b>31-33</b>

## Accounting Option

Code Number	Course Title	Units
ACCTG 200	Introduction to Accounting	3
COSA 1	Computer Information Competency	1
COSA 10	Microsoft Word for Windows	3
<b>Subtotal Units</b>		<b>7</b>

## Database Option

Code Number	Course Title	Units
COSA 15	Microsoft Excel for Windows	3
COSA 25	Microsoft Access for Windows	3
<b>Subtotal Units</b>		<b>6</b>
<b>Total Units</b>		<b>12</b>

# MEDICAL ASSISTING: ADMINISTRATIVE OPTION - CERTIFICATE OF ACHIEVEMENT

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Plan Code: 3606

An Administrative Medical Assistant assists the physician in caring for the patient in the medical office or clinic. The range of Administrative duties include answering phones, scheduling in and out of office appointments, verifying insurance, greeting patients, insurance billing (CPT and ICD-10 coding), insurance authorizations, vital signs, and processing payments.

## Program Student Learning Outcomes

- Demonstrate administrative medical assistant skills.
- Demonstrate medical office employability skills.

## Program Requirements

Code Number	Course Title	Units
<b>REQUIRED COURSES</b>		
ANAT 41 or BIO 60	Anatomy & Physiology Human Biology	4-5
AH 60	Medical Terminology	3
AH 276	Health Care Law	1
MA 270	Introduction to Medical Assisting	3
MA 288	Medical Assisting Practicum Seminar	1
MA 290	Basic Medical Insurance Billing	3
<b>Subtotal Units</b>		<b>15-16</b>
IN ADDITION, complete ONE of the following Administrative Options:		
Accounting Option		
Database Option		
<b>Subtotal Units</b>		<b>6-7</b>
<b>Total Units</b>		<b>21-23</b>

### Accounting Option

Code Number	Course Title	Units
ACCTG 200	Introduction to Accounting	3
COSA 1	Computer Information Competency	1
COSA 10	Microsoft Word for Windows	3
<b>Subtotal Units</b>		<b>7</b>

### Database Option

Code Number	Course Title	Units
COSA 15	Microsoft Excel for Windows	3
COSA 25	Microsoft Access for Windows	3
<b>Subtotal Units</b>		<b>6</b>

# MEDICAL ASSISTING: CLINICAL OPTION - CERTIFICATE OF ACHIEVEMENT

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Plan Code: 3607

A Clinical Medical Assistant assists the physician in caring for the patient in the medical office or clinic. The range of clinical duties include assisting with the physical exam, specialty exams, and minor surgery; sterilization; laboratory procedures; giving injections; diagnostic tests; pharmacology; taking a health history; venipuncture; and handling emergency situations.

## Program Student Learning Outcomes

- Demonstrate clinical medical assistant skills.
- Demonstrate medical office employability skills.

## Program Requirements

Code Number	Course Title	Units
<b>REQUIRED COURSES</b>		
ANAT 41 or BIO 60	Anatomy & Physiology Human Biology	4-5
AH 60	Medical Terminology	3
AH 276	Health Care Law	1
COSA 1	Computer Information Competency	1
MA 270	Introduction to Medical Assisting	3
MA 280	Health Care Clinical Procedures	3
MA 282	Advanced Health Care Clinical Procedures	3
MA 286	Medical Assisting Combined Practicum	4
MA 288	Medical Assisting Practicum Seminar	1
MA 290	Basic Medical Insurance Billing	3
<b>Total Units</b>		<b>26-27</b>

# EMERGENCY MEDICAL TECHNICIAN - CERTIFICATE OF ACCOMPLISHMENT

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Plan Code: 4010

An Emergency Medical Technician (EMT) is a specially trained and certified professional who renders immediate medical care in basic life support practices. California law requires all ambulance attendants to be trained and certified to the EMT level and many fire agencies require firefighters to be EMT certified.

## Program Student Learning Outcomes

- Demonstrate ability to perform an appropriate primary/initial assessment of the ill or injured patient in the prehospital setting.

## Program Requirements

Code Number	Course Title	Units
<b>REQUIRED COURSES</b>		
EMT 251	Emergency Medical Technician	4
EMT 251L	Emergency Medical Technician Laboratory	2
<b>Total Units</b>		<b>6</b>

# MEDICAL INSURANCE BILLING - CERTIFICATE OF ACCOMPLISHMENT

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Plan Code: 4044

A Medical Insurance Biller is trained in medical insurance claim forms, healthcare delivery systems, diagnosis and procedure coding, billing and claims processing. These skills can help qualify you to work in physicians' offices or clinics, medical insurance companies, government agencies and other healthcare environments.

## Program Student Learning Outcomes

- Interpret health care data and properly complete a CMS claim form.

## Program Requirements

Code Number	Course Title	Units
<b>REQUIRED COURSES</b>		
AH 60	Medical Terminology	3
MA 290	Basic Medical Insurance Billing	3
<b>Total Units</b>		<b>6</b>

# PHLEBOTOMY - CERTIFICATE OF ACCOMPLISHMENT

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**Plan Code: 4046**

A Phlebotomy Technician is a specially trained certified professional who performs skin puncture and venipuncture blood collection in a laboratory, hospital or physician's office. California law requires training must be obtained in a phlebotomy program approved by the California Department of Public Health.

## Program Student Learning Outcomes

- To prepare students to become accurate and reliable members of the health care team.
- To prepare students who are well qualified in phlebotomy practices to perform competent lab procedures for the patient.
- Obtain blood using various methods in patients across the lifespan.

## Program Requirements

Code Number	Course Title	Units
<b>REQUIRED COURSES</b>		
AH 220	Phlebotomy	2
AH 223	Phlebotomy Practicum	1
<b>Total Units</b>		<b>3</b>