WHAT DOES A MEDICAL ASSISTANT DO?

Clinical Medical Assisting Responsibilities Include:

- Monitoring patient vital signs
- Taking medical histories
- Preparing patients for examinations
- Collecting laboratory samples

Administrative Medical Assisting Responsibilities Include:

- Scheduling appointments
- Maintaining medical records
- Medical billing
- Coding for insurance claims

A career in Medical Assisting involves lots of coordination in various types of health care, and is a great entryway into a career in nursing. Students in Cañada College's Medical Assisting Program can specialize either in the administrative or in the direct patient care fields. Both areas involve lots of patient interaction and are great areas for career growth in the health care industry.

Cañada College

4200 Farm Hill Blvd.
Redwood City, CA 94061

Academic Counseling Services: 650-306-3452

CONTACT US:

✉ KramerA@smccd.edu

☎ 650.306.3428

www.canadacollege.edu/medicalassisting

Follow us on Facebook:
@Cañada College

MEDICAL ASSISTING
AT
CAÑADA COLLEGE

"My experience was truly wonderful and I credit Cañada College for my success in obtaining a job offer before I had even graduated! I have taken all their knowledge and applied it to furthering my medical career. Two years ago, I obtained my nursing license!" -Becky Kahn, Cañada College alum

---

MEDICAL ASSISTING
at
Cañada College

Redwood City, CA

OPPORTUNITIES

Associate in Science Degrees
Certificate Programs
Externship Placement
Professional Development

Redwood City, CA - 09/2017

www.canadacollege.edu/medicalassisting

The Medical Assisting program at Cañada College is designed to provide the finest training and experience available. Through the expertise of a talented faculty, and exposure to professionals in the field, students can expect to learn administrative duties such as medical/financial records management, medical report transcription, patient appointment scheduling, and clinical duties including preparation of patients for examination, assistance with minor surgery, giving injections, and operating electrocardiographs.

Students graduate from the Medical Assisting Program ready to enter the workforce and launch their careers. The job market for medical assistants is very bright for students with a certificate or degree. The Bureau of Labor Market Statistics projects a 24% growth in job openings in San Mateo County, and a 21% increase across the nation by 2027.

Medical Assisting is also the perfect launching pad for other careers in the medical administrative field or in the patient care field.
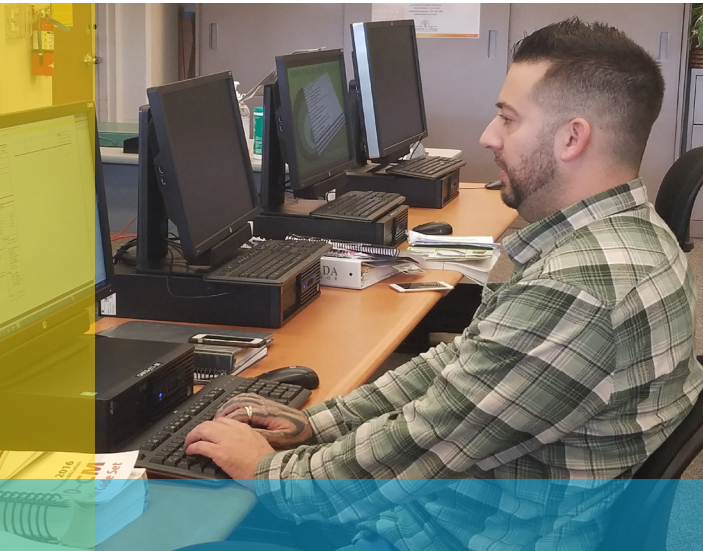
MEDICAL ASSISTING:

Certificate Requirements:

BIOL 130	Human Biology	3.0
MEDA 100	Introduction to Medical Assisting	3.0
MEDA 110	Medical Terminology	3.0
MEDA 115	Introduction to Electronic Health Record	3.0
MEDA 120	Clinical Procedures I	4.0
MEDA 121	Clinical Procedures II	4.0
MEDA 140	Implementation of Electronic Health Record	3.0
MEDA 150	Medical Office Procedures	3.0
MEDA 160	Medical Insurance Procedures	3.0
MEDA 190	Introduction to Pharmacology	3.0
MEDA 672	Cooperative Education: Internship	3.0
Total Units		35.0

A. S. Degree Requirements:

Certificate Requirements	35.0
General Education and Electives	25.0
Total Units	60.0

MEDICAL ADMINISTRATIVE ASSISTING:

Certificate Requirements:

MEDA 100	Introduction to Medical Assisting	3.0
MEDA 110	Medical Terminology	3.0
MEDA 115	Introduction to Electronic Health Record	3.0
MEDA 140	Implementation of Electronic Health Record	3.0
MEDA 150	Medical Office Procedures	3.0
MEDA 160	Medical Insurance Procedures	3.0
MEDA 190	Introduction to Pharmacology	3.0
Total Units		21.0

MEDICAL CODING SPECIALIST:

Certificate Requirements:

BIOL 130	Human Biology	3.0
MEDA 100	Introduction to Medical Assisting	3.0
MEDA 110	Medical Terminology	3.0
MEDA 160	Medical Insurance Procedures	3.0
MEDA 164	CPT - Beginning Coding	1.0
MEDA 165	CPT - Intermediate Coding	1.0
MEDA 166	CPT - Advanced Coding	1.0
MEDA 167	ICT-10-CM Beginning Coding	1.0
MEDA 168	ICT-10-CM Intermediate Coding	1.0
MEDA 169	ICT-10-CM Advanced Coding	1.0
Total Units		18.0

MEDICAL BILLING SPECIALIST:

Certificate Requirements:

ACTG 100	Accounting Procedures	3.0
MEDA 100	Introduction to Medical Assisting	3.0
MEDA 110	Medical Terminology	3.0
MEDA 150	Medical Office Procedures	3.0
MEDA 160	Medical Insurance Procedures	3.0
MEDA 164	CPT - Beginning Coding	1.0
MEDA 165	CPT - Intermediate Coding	1.0
MEDA 166	CPT - Advanced Coding	1.0
MEDA 167	ICT-10-CM Beginning Coding	1.0
MEDA 168	ICT-10-CM Intermediate Coding	1.0
MEDA 169	ICT-10-CM Advanced Coding	1.0
Total Units		21.0

A. S. Degree Requirements:

Certificate Requirements	21.0
General Education and Electives	39.0
Total Units	60.0

CAREER OPPORTUNITIES:

The field of Medical Assisting is one of the fastest growing occupations in this decade. Graduates of Cañada College's Medical Assisting Program can secure employment in physician's offices, clinics, hospitals, labs, medical publishing firms, laboratories, pharmaceutical firms, public health agencies, and the claims departments of health insurance companies.

With a two-year degree or certificate in Medical Assisting from Cañada College, your potential earnings could be somewhere between…

$47,942   **$68,659**
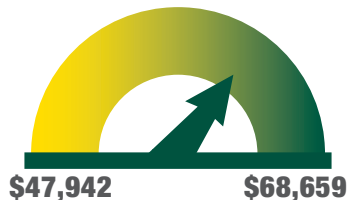
*according to 2014-20 EMSI data for the Bay Area

Earnings only increase if you go on to get a four-year degree!

From here, you can go anywhere!