



# PROGRAM APPROVAL APPLICATION NEW or SUBSTANTIAL CHANGE OF LOCALLY APPROVED

Fill In Form						
Medical Assistant Proposed Program Title		Spring 2018 Projected Program Start Date				
East Los Angeles College College		<b>Los Angeles Community College District</b> District				
Contact Information						
<b>Dr. Alex A. Davis</b> Voting Member		<b>Dean Academic Affairs-Office of EWD LA City College</b> Title				
(323) 953-4000 Ext. 2596 Phone Number		davisaa@lacitycollege.edu Email				
Goal(s) of Program (Check all that apply):						
☐ Career Technical Education (CTE) ☐ Transfer		Other				
Type of Program (Check all that apply):						
Certificate of Achievement 12-17 (or 17-27 quarter) units		Certificate of Achievement 18+ semester (or 27+ quarter) units				
Associate of Science Degree		Associate of Arts Degree				
Reason for Approval Request (Check One):						
New Program     ■		Substantial Change		Locally Approved		
Program Information						
1208.00	Recommended <u>Taxonomy of Program (TOP) Code</u>					
63.5	Units for Major-Degree					
-	Total Units for Degree					
34	Required Units- Administrative Certificate					
32.5	Required Units – Clinical Certificate					

## **Written Form**

1. Insert the description of the program as it will appear in the catalog.

### AS Degree: Medical Assistant

A medical assistant interacts with doctors, nurses, technicians and patients. These professionals require specific technical knowledge and skills needed in the evolving healthcare field in clinics, hospitals, and physician offices, especially as new technology is introduced. Course content includes anatomy and physiology, medical coding, medical terminology, clinical procedures, medical office safety, patient intake, medical law and ethics, pharmacology, phlebotomy, laboratory and other therapeutic medical assisting procedures.

Students acquire information on the various types of exams used in different healthcare environments and where medical assistants are assimilated into the process. In addition to the required didactic and laboratory instruction classes, general education courses are taken to help strengthen writing and mathematics skills. An externship with local medical facilities will provide students with the opportunity to gain hands-on experience reinforcing classroom content into real world applications.



## **Administrative Medical Assistant Certificate**

An Administrative Medical Assistant is a front-office professional who performs the clerical work in doctors' and hospital offices. These professionals are responsible for multiple tasks that include communicating with patients for case histories, scheduling appointments, electronic medical coding, filing insurance claims, updating and maintaining records, as well as processing insurance claims for receivable and payable accounts and maintain financial records. In addition, administrative medical assistants collaborate with doctors and nurses to help with medical examinations, schedule tests and order supplies, ensure compliance with procedures, and keep up-to-date with changes in medical and insurance legislation.

Students learn proven work experience as a medical administrative assistant which include hands on experience with medical software and MS Office, knowledge of healthcare operations, familiarity with medical and insurance legislation, excellent organizational and multitasking skills, and customer-oriented communication skills. Health Information Technology courses are taken as the foundation for this certificate in addition to basic office techniques. An externship with local medical facilities will provide students with the opportunity to gain handson experience reinforcing classroom content into real world applications.

#### **Clinical Medical Assistant Certificate**

A Clinical Medical Assistant is a medical support professional that performs a variety of tasks to assist physicians in providing patient care, while ensuring that clinics and hospitals run smoothly and efficiently. These professionals acquire the direct patient contact skills and technical knowledge required to work in the back office or a medical clinic or related healthcare facility. Course content includes medical surgical asepsis, assisting with physical examinations, and minor office surgery, and electrocardiography, administration of medicine, laboratory skills, assisting with diagnostic and therapeutic procedures, and specialized medical practice. Some clinical medical assistants working in a smaller practice may be required to perform administrative tasks, while others working in larger medical facilities focus mainly on providing support services directly related to patient care. An externship with local medical facilities will provide students with the opportunity to gain hands-on experience reinforcing classroom content into real world applications.

## 2. Provide a brief rationale for the program.

The East Los Angeles College Medical Assistant Program will prepare graduates to work in medical offices, outpatient and specialty clinics. The training will help students learn the skills required to be a valuable member of the healthcare team. Students can prepare for work as a medical assistant by choosing the credential level that best meets their needs and career goals by earning a degree or clinical/administrative certificate. Medical assistants are trained to work side by side with doctors, nurses and others on the health care team, treating patients from newborns to senior citizens. They demonstrate a blend of varied skills including administrative, technical, communication and interpersonal abilities.



3. Summarize the Labor Market Information (LMI) and employment outlook (including citation for the source of the data) for students exiting the program.

As the health care industry expands because of technological advances in medicine and the growth and aging of the population, there will be an increased need for health care workers. According to the U.S. Bureau of Labor Statistics, employment of medical assistants is expected to grow 23 percent nationally through 2024, much faster than average for all occupations.

Occupational employment projection in Los Angeles County indicates employment for medical assistants to grow 19% from 2012 to 2022 with approximately 454 new job openings and replacement needs of 447, much faster than the average for most careers.

As the Baby Boomer population ages, the need for qualified Medical Assistants has steadily risen to meet the demand. For example as of May 2015, the annual mean income for Medical Assistants in California was \$34,790 in Los Angeles which is one of the top metropolitan areas for Medical Assistant jobs in the country. According to the Center of Excellence during 2015-2020 approximately 1,162 annual jobs will be available for medical assistants noting an increase of 14% change. Doing What Matters data for 2014-2017 shows a 10.2% increase in jobs with 4,639 annual openings. Starting hourly wage is \$11.45 with a median hourly earnings of \$16.37.

4. List similar programs at other colleges in the Los Angeles and Orange County Region which may be adversely impacted.

College	Program	Who You Contacted	Outcome of Contact
West Los Angeles	Medical Assistant Program	Dr. Castillo	Dr. Castillo was notified and
College		CastilJC@wlac.edu	graciously offered to provide
		(310)287-7226	any help we needed for our
			program.
Glendale Community	Administrative Medical	Sonali M. Perera, MBA,	Email forwarded – no response
College	Assistant (Certificate & AS	MHM	to date (8/13/17).
	Degree)	sperera@glendale.edu	
Cerritos College	Medical Assistant Certificate	Sandy Marks Dean of Health	Email forwarded – no response
	AA Degree	Occupations	to date (8/13/17).
		smarks@cerritos.edu	
Saddleback College	Medical Assistant Clinical &	Susan White	Email forwarded – no response
	Administrative Certificate	Swhite16@saddleback.edu	to date (8/13/17).
	Medical Assistant Comprehensive		
Long Beach City College	Medical Assistant	Paul Creason, Dean Health	Email forwarded – no response
, ,	Administrative & Clinical	Sciences	to date (8/13/17).
	Certificates; AS Degree	pcreason@lbcc.edu	, ,
El Camino College	Medical Assistant Program	Betty Sedor	Email forwarded – no response
		Director of Community	to date (8/13/17).
		Education	
		bsedor@elcamino.edu	
Pasadena College	Medical Assistant	Dr. Barbara Freund	Spoke with MA Director who
	Administrative Certificate	BMFREUND@pasadena.edu	was excited about the program
			and offered any support if
			needed.

5. List all courses required for program completion, including core requirements, restricted electives and prerequisites.





Core Program Requirements: 8 units         3           HTHTEK LOD - Intro. to Health Information Technology         3           HTHTEK LOB - Hospital Ethics & Law (Pre-req. HTHTEK 100)         2           HTHTEK LOB - Hospital Ethics & Law (Pre-req. HTHTEK 100)         3           Complete the following 36 units:	A.S. Degree Medical Assistant (ADMINISTRATIVE/CLINICAL)	UNITS
######################################	Core Program Requirements: 8 units	
Complete the following 36 units:  CAOT 82 - Microcomputer Software Survey in the Office  ACCTG 1 - Bookkeeping and Accounting I  CAOT 48 - Customer Service  PMYSIG 6 Anatomy & Physiology (A. Natural Science)  HLTHOCC 052 - Medical Assisting Procedures I  HLTHOCC 055 - Clinical Assisting Techniques II  HLTHOCC 055 - Clinical Assisting Techniques II  HLTHOCC 056 - Clinical Experience  HLTHEX 108 - Introduction to Pathrancology  HTHEX 109 - Basic Coding  TO Experience  LACCD General Education Plan: 21 units  COMM 101 - Public Speaking  POL SCI 1 - Political Science I * (8. Social & Behavioral Sciences)  Humanities (C. Humanities)  ENG 101 - College Reading & Comp. * (0. Lang. & Rationality)  HEALTH & PHYSICAL EDUATION (1. Health Education [2-3 units) & Physical Activity (1 unit unless exempt)  Total 63.5  ADMINISTRATIVE  HTHEX 100 - Intro. to Health Information Technology  HTHEX 101 - Hours and Accounting I  CAOT 31 - Business English  ACCTG 1 - Bookkeeping and Accounting I  CAOT 31 - Business English  ACCTG 1 - Bookkeeping and Accounting I  CAOT 31 - Business English  HTHEX 108 - Introduction to Pathrophysiology  HTHEX 109 - Introduction to Pathrophysiology  HTHEX 101 - Ambulatory Coding  HTHEX 101 - Ambulatory Codin	HTHTEK 100 - Intro. to Health Information Technology	3
CADT 82 - Microcomputer Software Survey in the Office	HTHTEK 106 - Hospital Ethics & Law (Pre-req. HTHTEK 100)	2
CAOT 82 - Microcomputer Software Survey in the Office         3           ACCTG 1 - Bookkeeping and Accounting I         3           CAOT 48 - Customer Service         3           PHYSIO 6 A natomy & Physiology (A. Natural Science)         6 *           HLTHOCC 052 - Medical Assisting Procedures I         4           HLTHOCC 055 - Clinical Assisting Techniques II         4           HLTHOCC 056 - Clinical Assisting Techniques II         4           HLTHOCC 057 - Medical Office Laboratory Procedures         3.5           HTHTEK 108 - Introduction to Pharmacology         1           HTHTEK 134 - Introduction to Pharmacology         1           HTHTEK 133 - Introduction to Pathophysiology         3           HTHTEK 130 - Basic Coding         3           HTHTEK 131 - Introduction to EHR         3           LACCD General Education Plan: 21 units         3           LACCD General Education Plan: 22 units         3           POLSCI 1 - Political Science 1 * (B. Social & Behavioral Sciences)         3           ENO 101 - College Reading & Comp. * (D. Lang. & Rationality)         3           HEALTH & PHYSICAL EDUATION (1. Health Educatio	HTHTEK 133 - Medical Terminology	3
ACCTG 1 - Bookkeeping and Accounting I ACAT 48 - Customer Service 3 PHYSIO 6 Anatomy & Physiology (A. Natural Science) 6* HLTHOCC 052 - Medical Assisting Procedures I HLTHOCC 055 - Clinical Assisting Procedures I HLTHOCC 055 - Clinical Assisting Techniques I HLTHOCC 057 - Medical Office Laboratory Procedures HLTHOCK 057 - Medical Office Laboratory Procedures HLTHEK 108 - Introduction to Pharmacology HLTHEK 108 - Introduction to Pahamacology HTHTEK 108 - Introduction to Pahamacology HTHTEK 109 - Introduction to Pahamacology HTHTEK 120 - Introduction to Pahamacology HTHTEK 230 - Introduction to EHR  LACCD General Education Plan: 21 units COMM 101 - Public Speaking POL SCI 1 - Public Speaking POL SCI 1 - Public Speaking BNG 101 - College Reading & Comp. *(D. Lang. & Rationality) HALLTH & PHYSICAL EDUATION (I. Health Education (2-3 units) & Physical Activity (1 unit unless exempt)  ADMINISTRATIVE HTHIEK 100 - Intro. to Health Information Technology HTHTEK 133 - Medical Terminology JCAOTS 1 - Medical Terminology JCAOTS 1 - Medical Terminology JCAOTS 2 - Medical Assisting Procedures I HLTHICC 052 - Medical Assisting Procedures I HLTHICC 053 - Medical Terminology JCAOTS 3 - Medical Terminology JCAOTS 4 - Medical Terminology JCAOTS 4 - Medical Terminology JCAOTS 5 - Medical Assisting Procedures I HLTHICK 108 - Introduction to Pharmacology JCAOTS 4 - Medical Terminology JCAOTS 4 - Medical Terminology JCAOTS 4 - Medical Terminology JCAOTS 5 - Medical Assisting Procedures I HLTHICK 108 - Introduction to Pharmacology JCAOTS 5 - Medical Assisting Procedures I HLTHICK 108 - Introduction to Pharmacology JCAOTS 5 - Medical Assisting Procedures I HLTHICK 108 - Introduction to	Complete the following 36 units:	
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HTHTEK 230 - Introduction to EHR  LACCD General Education Plan: 21 units  COMM 101 - Public Speaking  POL SCI 1 - Political Science 1 * (B. Social & Behavioral Sciences)  Humanities (C. Humanities)  ENG 101 - College Reading & Comp. * (D. Lang. & Rationality)  HEALTH & PHYSICAL EDUATION (1. Health Education (2-3 units) & Physical Activity (1 unit unless exempt)  Total 63.5  ADMINISTRATIVE  HTHTEK 100 - Intro. to Health Information Technology  HTHTEK 106 - Hospital Ethics & Law (Pre-req. HTHTEK 100)  LTHITEK 133 - Medical Terminology  CAOT82 - Microcomputer Software Survey in the Office  ACCTG 1 - Bookkeeping and Accounting I  CAOT 31 - Business English  PHYSIO 6 Anatomy & Physiology (A. Natural Science)  HLTHOCC 052 - Medical Assisting Procedures I  HTHTEK 108 - Introduction to Pathophysiology  HTHTEK 103 - Basic Coding  HTHTEK 103 - Basic Coding  HTHTEK 103 - Ambulatory Coding  HTHTEK 110 - Ambulatory Coding  3  3  3  3  3  4  4  4  4  4  4  4  4	HTHTEK 103 - Basic Coding	3
LACCD General Education Plan: 21 units  COMM 101 - Public Speaking POL SCI1 - Political Science 1 * (B. Social & Behavioral Sciences)  Humanities (C. Humanities) ENG 101 - College Reading & Comp. *(D. Lang. & Rationality)  HEALTH & PHYSICAL EDUATION (1. Health Education (2-3 units) & Physical Activity (1 unit unless exempt)  3   Total 63.5  ADMINISTRATIVE UNITS  HTHTEK 100 - Intro. to Health Information Technology 3  HTHTEK 103 - Medical Terminology 3  CAOT82 - Microcomputer Software Survey in the Office 3  ACCTG 1 - Bookkeeping and Accounting I 3  CAOT 31 - Business English PHYSIO 6 Anatomy & Physiology (A. Natural Science) HLTHOCC 052 - Medical Assisting Procedures I HTHTEK 103 - Introduction to Pathophysiology HTHTEK 103 - Basic Coding HTHTEK 110 - Ambulatory Coding HTHTEK 110 - Ambulatory Coding HTHTEK 120 - Introduction to EHR	HTHTEK 110 - Ambulatory Coding	3
COMM 101 - Public Speaking  POL SCI 1 - Political Science 1* (B. Social & Behavioral Sciences)  Humanities (C. Humanities)  ENG 101 - College Reading & Comp. *(D. Lang. & Rationality)  HEALTH & PHYSICAL EDUATION (1. Health Education (2-3 units) & Physical Activity (1 unit unless exempt)  3  HEALTH & PHYSICAL EDUATION (1. Health Education (2-3 units) & Physical Activity (1 unit unless exempt)  ADMINISTRATIVE  HTHTEK 100 - Intro. to Health Information Technology  HTHTEK 100 - Intro. to Health Information Technology  13  CAOT 31 - Medical Terminology  3  CAOT 32 - Microcomputer Software Survey in the Office  3  ACCTG 1 - Bookkeeping and Accounting I  CAOT 31 - Business English  PHYSIO 6 Anatomy & Physiology (A. Natural Science)  HLTHOCC 052 - Medical Assisting Procedures I  HTHTEK 108 - Introduction to Pathophysiology  1  HTHTEK 134 - Introduction to Pathophysiology  HTHTEK 135 - Basic Coding  HTHTEK 110 - Ambulatory Coding  HTHTEK 110 - Ambulatory Coding  HTHTEK 230 - Introduction to EHR	HTHTEK 230 - Introduction to EHR	3
POL SCI 1 - Political Science 1 * (B. Social & Behavioral Sciences)  Humanities (C. Humanities)  ENG 101 - College Reading & Comp. * (D. Lang. & Rationality)  HEALTH & PHYSICAL EDUATION (1. Health Education (2-3 units) & Physical Activity (1 unit unless exempt)  3  Total 63.5  ADMINISTRATIVE  HTHTEK 100 - Intro. to Health Information Technology  HTHTEK 100 - Intro. to Health Information Technology  3  CAOT82 - Microcomputer Software Survey in the Office  3  CCCTG 1 - Bookkeeping and Accounting I  CAOT 31 - Business English  PHYSIO 6 Anatomy & Physiology (A. Natural Science)  HLTHOCC 052 - Medical Assisting Procedures I  HTHTEK 108 - Introduction to Pharmacology  HTHTEK 134 - Introduction to Pathophysiology  HTHTEK 130 - Basic Coding  HTHTEK 110 - Ambulatory Coding  HTHTEK 230 - Introduction to EHR	LACCD General Education Plan: 21 units	
Humanities (C. Humanities)  ENG 101 - College Reading & Comp. *(D. Lang. & Rationality)  HEALTH & PHYSICAL EDUATION (1. Health Education (2-3 units) & Physical Activity (1 unit unless exempt)  Total 63.5  ADMINISTRATIVE UNITS  HTHTEK 100 - Intro. to Health Information Technology  HTHTEK 106 - Hospital Ethics & Law (Pre-req. HTHTEK 100)  LTHTEK 133 - Medical Terminology  CAOT82 - Microcomputer Software Survey in the Office  3  CCOT 31 - Bookkeeping and Accounting I  CAOT 31 - Business English  PHYSIO 6 Anatomy & Physiology (A. Natural Science)  HLTHOCC 052 - Medical Assisting Procedures I  HTHTEK 108 - Introduction to Pharmacology  HTHTEK 103 - Basic Coding  HTHTEK 103 - Basic Coding  HTHTEK 110 - Ambulatory Coding  HTHTEK 230 - Introduction to EHR	COMM 101 - Public Speaking	3
ENG 101 - College Reading & Comp. *(D. Lang. & Rationality)  HEALTH & PHYSICAL EDUATION (1. Health Education (2-3 units) & Physical Activity (1 unit unless exempt)  Total 63.5  ADMINISTRATIVE  UNITS  HTHTEK 100 - Intro. to Health Information Technology  HTHTEK 106 - Hospital Ethics & Law (Pre-req. HTHTEK 100)  2  HTHTEK 133 - Medical Terminology  CAOT82 - Microcomputer Software Survey in the Office  3  ACCTG 1 - Bookkeeping and Accounting I  CAOT 31 - Business English  PHYSIO 6 Anatomy & Physiology (A. Natural Science)  HLTHOCC 052 - Medical Assisting Procedures I  HTHTEK 108 - Introduction to Pharmacology  HTHTEK 103 - Basic Coding  HTHTEK 103 - Basic Coding  HTHTEK 110 - Ambulatory Coding  HTHTEK 230 - Introduction to EHR	POL SCI 1 - Political Science 1 * (B. Social & Behavioral Sciences)	3
HEALTH & PHYSICAL EDUATION (1. Health Education (2-3 units) & Physical Activity (1 unit unless exempt)  Total 63.5  ADMINISTRATIVE UNITS  HTHTEK 100 - Intro. to Health Information Technology 3 HTHTEK 106 - Hospital Ethics & Law (Pre-req. HTHTEK 100) 2 HTHTEK 133 - Medical Terminology 3 CAOT82 - Microcomputer Software Survey in the Office 3 ACCTG 1 - Bookkeeping and Accounting I 3 CAOT 31 - Business English 3 PHYSIO 6 Anatomy & Physiology (A. Natural Science) 6 * HLTHOCC 052 - Medical Assisting Procedures I 4 HTHTEK 108 - Introduction to Pharmacology 1 HTHTEK 134 - Introduction to Pathophysiology (A. Natural Science) 3 HTHTEK 103 - Basic Coding 3 HTHTEK 110 - Ambulatory Coding 3 HTHTEK 230 - Introduction to EHR 3	Humanities (C. Humanities)	3
Total 63.5  ADMINISTRATIVE UNITS  HTHTEK 100 - Intro. to Health Information Technology 3 HTHTEK 106 - Hospital Ethics & Law (Pre-req. HTHTEK 100) 2 HTHTEK 133 - Medical Terminology 3 CAOT82 - Microcomputer Software Survey in the Office 3 ACCTG 1 - Bookkeeping and Accounting I 3 CAOT 31 - Business English 3 PHYSIO 6 Anatomy & Physiology (A. Natural Science) 6 * HLTHOCC 052 - Medical Assisting Procedures I 4 HTHTEK 108 - Introduction to Pharmacology 1 HTHTEK 134 - Introduction to Pathophysiology 1 HTHTEK 103 - Basic Coding 3 HTHTEK 110 - Ambulatory Coding 3 HTHTEK 230 - Introduction to EHR 3	ENG 101 - College Reading & Comp. *(D. Lang. & Rationality)	3
HTHTEK 100 - Intro. to Health Information Technology  HTHTEK 100 - Intro. to Health Information Technology  HTHTEK 106 - Hospital Ethics & Law (Pre-req. HTHTEK 100)  CAOT82 - Microcomputer Software Survey in the Office  ACCTG 1 - Bookkeeping and Accounting I  CAOT 31 - Business English  PHYSIO 6 Anatomy & Physiology (A. Natural Science)  HLTHOCC 052 - Medical Assisting Procedures I  HTHTEK 108 - Introduction to Pharmacology  HTHTEK 134 - Introduction to Pathophysiology  HTHTEK 103 - Basic Coding  HTHTEK 110 - Ambulatory Coding  HTHTEK 230 - Introduction to EHR	HEALTH & PHYSICAL EDUATION (1. Health Education (2-3 units) & Physical Activity (1 unit unless exempt)	3
HTHTEK 100 - Intro. to Health Information Technology  HTHTEK 106 - Hospital Ethics & Law (Pre-req. HTHTEK 100)  CAOT82 - Microcomputer Software Survey in the Office  ACCTG 1 - Bookkeeping and Accounting I  CAOT 31 - Business English  PHYSIO 6 Anatomy & Physiology (A. Natural Science)  HLTHOCC 052 - Medical Assisting Procedures I  HTHTEK 108 - Introduction to Pharmacology  HTHTEK 134 - Introduction to Pathophysiology  HTHTEK 103 - Basic Coding  HTHTEK 110 - Ambulatory Coding  HTHTEK 230 - Introduction to EHR	Total	63.5
HTHTEK 106 - Hospital Ethics & Law (Pre-req. HTHTEK 100)  1 HTHTEK 133 - Medical Terminology  1 CAOT82 - Microcomputer Software Survey in the Office  3 ACCTG 1 - Bookkeeping and Accounting I  CAOT 31 - Business English  PHYSIO 6 Anatomy & Physiology (A. Natural Science)  HLTHOCC 052 - Medical Assisting Procedures I  HTHTEK 108 - Introduction to Pharmacology  HTHTEK 134 - Introduction to Pathophysiology  HTHTEK 134 - Introduction to Pathophysiology  HTHTEK 110 - Ambulatory Coding  HTHTEK 110 - Ambulatory Coding  HTHTEK 230 - Introduction to EHR	ADMINISTRATIVE	UNITS
HTHTEK 133 - Medical Terminology  CAOT82 - Microcomputer Software Survey in the Office  ACCTG 1 - Bookkeeping and Accounting I  CAOT 31 - Business English  PHYSIO 6 Anatomy & Physiology (A. Natural Science)  HLTHOCC 052 - Medical Assisting Procedures I  HTHTEK 108 - Introduction to Pharmacology  HTHTEK 134 - Introduction to Pathophysiology  HTHTEK 103 - Basic Coding  HTHTEK 110 - Ambulatory Coding  HTHTEK 230 - Introduction to EHR  3  3  3  3  3  3  3  4  3  4  4  4  4	HTHTEK 100 - Intro. to Health Information Technology	3
CAOT82 - Microcomputer Software Survey in the Office  ACCTG 1 - Bookkeeping and Accounting I  CAOT 31 - Business English  PHYSIO 6 Anatomy & Physiology (A. Natural Science)  HLTHOCC 052 - Medical Assisting Procedures I  HTHTEK 108 - Introduction to Pharmacology  1  HTHTEK 134 - Introduction to Pathophysiology  HTHTEK 103 - Basic Coding  HTHTEK 110 - Ambulatory Coding  HTHTEK 230 - Introduction to EHR  3  ACCTG 1 - Bookkeeping and Accounting I  3  ACCTG 1 - Bookkeeping and Accounting I  3  Basic Coding I  3  HTHTEK 103 - Basic Coding I  3  HTHTEK 230 - Introduction to EHR	HTHTEK 106 - Hospital Ethics & Law (Pre-req. HTHTEK 100)	2
ACCTG 1 - Bookkeeping and Accounting I  CAOT 31 - Business English  PHYSIO 6 Anatomy & Physiology (A. Natural Science)  HLTHOCC 052 - Medical Assisting Procedures I  HTHTEK 108 - Introduction to Pharmacology  1  HTHTEK 134 - Introduction to Pathophysiology  3  HTHTEK 103 - Basic Coding  HTHTEK 110 - Ambulatory Coding  HTHTEK 230 - Introduction to EHR  3	HTHTEK 133 - Medical Terminology	3
CAOT 31 - Business English  PHYSIO 6 Anatomy & Physiology (A. Natural Science)  HLTHOCC 052 – Medical Assisting Procedures I  HTHTEK 108 - Introduction to Pharmacology  1  HTHTEK 134 - Introduction to Pathophysiology  3  HTHTEK 103 - Basic Coding  HTHTEK 110 - Ambulatory Coding  HTHTEK 230 - Introduction to EHR  3	CAOT82 - Microcomputer Software Survey in the Office	3
PHYSIO 6 Anatomy & Physiology (A. Natural Science)  HLTHOCC 052 – Medical Assisting Procedures I  HTHTEK 108 - Introduction to Pharmacology  1  HTHTEK 134 - Introduction to Pathophysiology  3  HTHTEK 103 - Basic Coding  HTHTEK 110 - Ambulatory Coding  HTHTEK 230 - Introduction to EHR  3	ACCTG 1 - Bookkeeping and Accounting I	3
HLTHOCC 052 – Medical Assisting Procedures I 4  HTHTEK 108 - Introduction to Pharmacology 1  HTHTEK 134 - Introduction to Pathophysiology 3  HTHTEK 103 - Basic Coding 3  HTHTEK 110 - Ambulatory Coding 3  HTHTEK 230 - Introduction to EHR 3	CAOT 31 - Business English	3
HTHTEK 108 - Introduction to Pharmacology  HTHTEK 134 - Introduction to Pathophysiology  3 HTHTEK 103 - Basic Coding  HTHTEK 110 - Ambulatory Coding  HTHTEK 230 - Introduction to EHR  3	PHYSIO 6 Anatomy & Physiology (A. Natural Science)	6 *
HTHTEK 134 - Introduction to Pathophysiology  HTHTEK 103 - Basic Coding  HTHTEK 110 - Ambulatory Coding  HTHTEK 230 - Introduction to EHR  3	HLTHOCC 052 – Medical Assisting Procedures I	4
HTHTEK 103 - Basic Coding  HTHTEK 110 - Ambulatory Coding  HTHTEK 230 - Introduction to EHR  3  3  3	HTHTEK 108 - Introduction to Pharmacology	1
HTHTEK 110 - Ambulatory Coding  HTHTEK 230 - Introduction to EHR  3	HTHTEK 134 - Introduction to Pathophysiology	3
HTHTEK 230 - Introduction to EHR 3	HTHTEK 103 - Basic Coding	3
3	HTHTEK 110 - Ambulatory Coding	3
Total 34	HTHTEK 230 - Introduction to EHR	3
	Total	34



#### Clinical Medical Assistant Certificate of Achievement

CLINICAL	UNITS
CAOT82 - Microcomputer Software Survey in the Office	3
HTHTEK 100 - Intro. to Health Information Technology	3
HTHTEK 106 - Hospital Ethics & Law (Pre-req. HTHTEK 100)	2
HTHTEK 133 - Medical Terminology	3
PHYSIO 6 Anatomy & Physiology (Natural Science)	6 *
HLTHOCC 055 - Clinical Assisting Techniques I	4
HLTHOCC 056 - Clinical Assisting Techniques II	4
HLTHOCC 057 - Medical Office Laboratory Procedures	3.5
HLTHOCC 060 - Clinical Experience	3
HTHTEK 108 - Introduction to Pharmacology	1
HTHTEK 134 - Introduction to Pathophysiology	3
HTHTEK 230 - Introduction to EHR	3
Total	32.5

## 6. Include any other information you would like to share.

The previous curricula for Medical Assistant certificates and degree did not meet the content criteria for these positions according to the accrediting bodies (American Association of Medical Assistants, California Medical Assistant Association and Commission on Accreditation for Allied Health Education Programs). Students who completed the coursework met challenges with obtaining positions in the field due to lack of content required. The department decided to archive old certificates and revamp new ones to ensure employability of students in the field and the opportunity to sit for the certification examination. Health Information Technology courses already approved will be used for the Administrative MA front office certificate and two additional courses from West LA College which was approved by the Medical Assistant program director. In addition, we will be using the four clinical courses and the foundational courses from the HIT Program.

A fully equipped clinical lab and classroom is available for the MA program. Equipment was purchased utilizing previous grant funds to teach the clinical hands-on component of the program. Health Occupation instructors are available (2 physician assistants, one registered nurse, and one registered health information technologist).