

**PROGRAM APPROVAL APPLICATION**  
**NEW or SUBSTANTIAL CHANGE or LOCALLY APPROVED**

**Fill In Form**

**Medical Assistant**  
 Proposed Program Title

**Spring 2018**  
 Projected Program Start Date

**East Los Angeles College**  
 College

**Los Angeles Community College District**  
 District

**Contact Information**

**Dr. Alex A. Davis**  
 Voting Member

**Dean Academic Affairs-Office of EWD LA City College**  
 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 [Taxonomy of Program \(TOP\) Code](#)  
**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 hands-on 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 College	Medical Assistant Program	Dr. Castillo <a href="mailto:CastilJC@wlaac.edu">CastilJC@wlaac.edu</a> (310)287-7226	Dr. Castillo was notified and graciously offered to provide any help we needed for our program.
Glendale Community College	Administrative Medical Assistant (Certificate & AS Degree)	Sonali M. Perera, MBA, MHM <a href="mailto:sperera@glendale.edu">sperera@glendale.edu</a>	Email forwarded – no response to date (8/13/17).
Cerritos College	Medical Assistant Certificate AA Degree	Sandy Marks Dean of Health Occupations <a href="mailto:smarks@cerritos.edu">smarks@cerritos.edu</a>	Email forwarded – no response to date (8/13/17).
Saddleback College	Medical Assistant Clinical & Administrative Certificate Medical Assistant Comprehensive	Susan White <a href="mailto:Swhite16@saddleback.edu">Swhite16@saddleback.edu</a>	Email forwarded – no response to date (8/13/17).
Long Beach City College	Medical Assistant Administrative & Clinical Certificates; AS Degree	Paul Creason, Dean Health Sciences <a href="mailto:pcreason@lbcc.edu">pcreason@lbcc.edu</a>	Email forwarded – no response to date (8/13/17).
El Camino College	Medical Assistant Program	Betty Sedor Director of Community Education <a href="mailto:bsedor@elcamino.edu">bsedor@elcamino.edu</a>	Email forwarded – no response to date (8/13/17).
Pasadena College	Medical Assistant Administrative Certificate	Dr. Barbara Freund <a href="mailto:BMFREUND@pasadena.edu">BMFREUND@pasadena.edu</a>	Spoke with MA Director who 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.**

<b>A.S. Degree Medical Assistant (ADMINISTRATIVE/CLINICAL)</b>	<b>UNITS</b>
<b>Core Program Requirements: 8 units</b>	
HTHTEK 100 - Intro. to Health Information Technology	3
HTHTEK 106 - Hospital Ethics & Law <b>(Pre-req. HTHTEK 100)</b>	2
HTHTEK 133 - Medical Terminology	3
<b>Complete the following 36 units:</b>	
CAOT 82 - Microcomputer Software Survey in the Office	3
ACCTG 1 - Bookkeeping and Accounting I	3
CAOT 48 - Customer Service	3
<b>PHYSIO 6 Anatomy &amp; Physiology (A. Natural Science)</b>	<b>6 *</b>
HLTHOCC 052 – Medical Assisting Procedures I	4
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 103 - Basic Coding	3
HTHTEK 110 - Ambulatory Coding	3
HTHTEK 230 - Introduction to EHR	3
<b>LACCD General Education Plan: 21 units</b>	
COMM 101 - Public Speaking	3
POL SCI 1 - Political Science 1 * <b>(B. Social &amp; Behavioral Sciences)</b>	3
<b>Humanities (C. Humanities)</b>	<b>3</b>
ENG 101 - College Reading & Comp. <b>*(D. Lang. &amp; Rationality)</b>	3
HEALTH & PHYSICAL EDUATION (1. Health Education <b>(2-3 units)</b> & Physical Activity <b>(1 unit unless exempt)</b> )	3
<b>Total</b>	<b>63.5</b>
<b>ADMINISTRATIVE</b>	<b>UNITS</b>
HTHTEK 100 - Intro. to Health Information Technology	3
HTHTEK 106 - Hospital Ethics & Law <b>(Pre-req. HTHTEK 100)</b>	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
<b>PHYSIO 6 Anatomy &amp; Physiology (A. Natural Science)</b>	<b>6 *</b>
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
<b>Total</b>	<b>34</b>

**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 <b>(Pre-req. HTHTEK 100)</b>	2
HTHTEK 133 - Medical Terminology	3
<b>PHYSIO 6 Anatomy &amp; Physiology (Natural Science)</b>	<b>6 *</b>
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
<b>Total</b>	<b>32.5</b>

**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).