



# Medical Assistant Program

**What does a Medical Assistant do?** Medical Assistants help physicians examine and treat patients and perform routine tasks to keep offices and clinics running smoothly. MA's usually handle clerical and clinical duties and report directly to the office manager or physician. Clerical duties include answering phones, greeting patients, updating and maintaining patient medical records, filling out insurance forms, and arranging for hospital admission and lab services. Back office duties include taking and recording vital signs and medical history, explaining treatment procedures to patients, administering medications, preparing patients for exams, and assisting during the exam.

**Characteristics, Working Conditions, and Salary:** A Medical Assistant is considered a member of the Allied Health team and is employed in ambulatory areas such as clinics and doctor's offices. An MA is expected to be proficient in the administrative, clinical, and lab components of the workplace. Characteristics of an MA include customer service oriented, trustworthy, being honest and having integrity, competent, adaptable, being a team player, humility, effective communicator, self-motivator, and having a smile. The annual salary for a Medical Assistant in California is from \$32,000 to \$38,000 depending on location. The average hourly rate ranges from \$11.00 to \$16.00, sometimes higher depending on location.

Course	Title	Units
<b>AHP 100</b>	Medical Terminology	3
<b>MA 071</b>	Introduction to Medical Assistant	2
<b>MA 073</b>	Medical Assistant Administration	3
<b>MA 075</b>	Principles for Medical Billing, Insurance & Coding	3
<b>BIO 090</b>	Anatomy & Physiology for Health Occupations	3
<b>MA 077</b>	Administrative Externship	1
<b>MA 081</b>	Medication Math & Pharmacology	3
<b>MA 083</b>	Foundations of Medical Practice for MA's	5
<b>MA 085</b>	Exam Room & Special Procedures	3
<b>MA 087</b>	MA Practicum and Review	4
<b>Total Units/Hours</b>		<b>30</b>

<b>MA Program begins every Fall Semester</b>			
Fall	Winter	Spring	Summer
AHP 100	MA 077	MA 081	MA 087
MA 071		MA 083	
MA 073		MA 085	
MA 075			
BIO 090			
14 units	1 unit	11 units	4 units

**How to Enroll:**

- If new to IVC, apply online and follow procedures
- Begin enrolling in MA classes in the sequence listed

**Additional Information:**

- Clearance requirements such as CPR, basic physical exam, immunizations, and a background check and drug screen will be required after enrollment
- A uniform will be required for Skills Lab, Clinical Externship and Practicum classes
- Students with previous MA courses must meet with the Nursing & Allied Health Counselor first
- Estimated costs range from \$1,500-\$1,700 for required materials and clearances in the program



**Important:** All students should see a counselor for a customized Student Education Plan (SEP) before enrolling in college courses.

**State Certification:** State certification is available from the California Certifying Board of Medical Assistants (CCBMA) in the areas of Administrative, Clinical, or both. More information is available from their website at <http://ccbma.org> or 1-866-622-2262.

**For more information:** Visit the Nursing & Allied Health website - [www.imperial.edu/nursing](http://www.imperial.edu/nursing). You can also contact the Office directly at 760-355-6348.