

STUDENT LEARNING OUTCOMES

Upon successful completion of the Medical Assisting program, students will be able to:

1. Demonstrate performance of appropriate medical administrative or clinical skills.
2. Determine appropriate communication strategies for stakeholders in the medical environment.
3. Describe legal and ethical principles that affect the role of a medical assistant.
4. Apply appropriate procedures for complying with established risk management and safety practices.



VENTURA COLLEGE

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VENTURA COLLEGE

MEDICAL ASSISTING PROGRAM



SET YOUR COURSE



MEDICAL ASSISTING AT VENTURA COLLEGE

Ventura College's Medical Assisting Program is designed to prepare students for employment in the medical field as administrative and clinical medical assistants. This program is also an excellent training program for career enhancement for those seeking to expand their skills in the medical field and advance into new job positions.

*Choose a job you love,
and you will never have
to work a day in your life.*

~ Confucius

ABOUT MEDICAL ASSISTING

Medical Assistant health professionals perform clinical, technical, administrative or clerical support services for physicians, surgeons, nurse practitioners, or other licensed providers. This field continues to be one of the top, fastest-growing careers, both in California and nationally.

WHAT DOES A MEDICAL ASSISTANT DO?

- Handle phones
- Schedule appointments
- Process patients in the practice computer management system
- Billing and coding
- Take vital signs and prepare patients for examination and office procedures
- Assist the physician with exams and office surgical procedures
- Administer injections
- Perform basic diagnostic testing and EKGs
- Maintain medical records

According to the U.S. Department of Labor, medical assistant jobs are estimated to grow by 31% from 2010-2020. Medical Assistants play a vital role in the daily operations of a medical practice. They perform administrative services that keep the office operating efficiently and perform services that support the work of the physicians.

For more information, go to:

www.explorehealthcareers.org/en/Career.36.aspx

www.bls.gov/ooh/healthcare/print/medical-assistants.htm.



CAREERS IN MEDICAL ASSISTING

Jobs in this area include:

- Front Office Medical Assistant
- Medical Secretary
- Back Office Medical Assistant
- Entry Level Medical Biller
- Hospital Admitting Clerk
- Hospital Unit Coordinator
- Entry Level Medical Records Clerk

Medical Assistants work in:

- Physician, Chiropractor, and other healthcare practitioner offices
- Clinics
- Hospitals
- Nursing Facilities
- Laboratories
- Radiology Imaging Centers
- Insurance Companies

OPTIONS FOR TRAINING AT VENTURA COLLEGE

- Administrative (Front Office) Medical Assistant courses
- Multi-Skilled (Front and Back Office) Medical Assistant courses
- One-semester, fast track course in Multi-Skilled Medical Assisting

Students who complete the required courses as listed in the Ventura College catalog may receive a Certificate of Achievement in either Administrative or Multi-Skilled Medical Assisting. They may additionally complete general education requirements and receive an Associates of Science Degree.

Students who prefer an accelerated training program may take the Multi-Skilled Medical Assisting Course (BUS V97). This course is an intensive short-term training program designed to prepare students for employment in the medical field as administrative and clinical medical assistants.

Successful completion of any of these three options enables a student to take the certification exam offered by the California Certifying Board for Medical Assistants and become a California Certified Medical Assistant. For more information, go to www.ccbma.org.



COURSES

Medical Assisting courses offered at Ventura College include the following. Courses may be taken as part of a degree or certificate or alone for skills enhancement.

- BUS V28A Medical Assisting, Front Office
- BUS V26 Electronic Health Records
- BUS V27A Beginning Medical Terminology
- BUS V29 Medical Insurance
- BUS V25 Medical Coding
- BUS V97 Multi-Skilled Medical Assistant

CERTIFICATES/DEGREES

The following awards are offered at Ventura College:

- Associate of Science in Medical Assisting – Multi-Skilled
- Associate of Science in Medical Assisting – Administrative
- Certificate of Achievement in Medical Assisting – Multi-Skilled
- Certificate of Achievement in Medical Assisting – Administrative
- Proficiency Award in Medical Insurance Billing