

## **VENTURA COLLEGE MEDICAL ASSISTING PROGRAM**

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.

Medical Assisting continues to be in the top fastest-growing careers, both in California and nationally. According to the U.S. Department of Labor, medical assistant jobs are estimated to grow by 19% from 2019-2029. (<http://www.bls.gov/ooh/healthcare/print/medical-assistants.htm>, accessed 05-19-21).

Jobs in this area include:

- Front Office Medical Assistant
- 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
- Scribe

Medical Assistants work in:

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

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. What does a Medical Assistant do?

- Handle phones
- Schedule appointments
- Process patients in the practice computer management system
- Data management
- 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

For more information, go to <https://explorehealthcareers.org/> and <http://www.bls.gov/ooh/healthcare/print/medical-assistants.htm>

## **CERTIFICATION**

The State of California does not require that medical assistants be certified. However, many employers are requiring proof of certification, especially if they are using electronic health records systems. It is highly recommended that all medical assistants obtain certification. Certification is available through the California Certifying Board for Medical Assistants and NCCT. More information is available at [www.ccbma.org](http://www.ccbma.org) and <https://www.ncctinc.com/>.

## **STUDENT LEARNING OUTCOMES**

### **Medical Assisting Program Level Student Learning Outcomes**

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.

## **DEGREES AND CERTIFICATES OFFERED**

- 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

## **OPTIONS FOR TRAINING AT VENTURA COLLEGE**

Ventura College offers several options for medical assistant training.

- Certificate of Achievement in Medical Assisting
- Associates of Science Degree in Medical Assisting (Certificate of Achievement plus General Education courses)
- Multi-Skilled Medical Assistant Course (One-semester fast-track)

The Multi-Skilled Medical Assisting Course (BUS V97) is an intensive short-term training program designed to prepare students for employment in the medical field as administrative and clinical medical assistants.

This is an 18-week program that usually runs from 9:30 AM to 3:15 PM on Monday through Thursday during the Spring and Fall semesters.

Training includes three main areas of study: General Medical Education, Administrative and Insurance Skills, and Clinical Skills.

Students must achieve 70% in all skills to complete the course. Successful students are eligible to take a certification exam offered by the California Certifying Board for Medical Assistants to become California Certified Medical Assistants. For more information about certification, go to [www.ccbma.org](http://www.ccbma.org).

## **What does the Multi-Skilled Medical Assisting course cover?**

### **Front Office Skills:**

- Receptionist Duties
- Oral Communication Skills (including phone skills)
- Written Communication Skills
- Abstracting and Completion of Medical Questionnaires
- Completing diagnostic test requisitions
- Appointment Scheduling – Office, Surgery, and Diagnostic Testing
- Medical Records & Charting
- Introduction to Electronic Health Records
- Filing
- Collection Procedures
- Bookkeeping & Banking
- Payroll

### **Medical Insurance**

- Government Insurance Plans
- Private Insurance Plans
- Worker's Comp and State Disability
- Managed Care and Authorizations
- Introduction to CPT, ICD9, and HCPCS Coding
- Introduction to Insurance Billing
- Provider Reimbursements
- Processing EOBs

### **Clinical Skills:**

- Infection Control & Sterilization Techniques
- Taking Medical Histories
- Performing Vital Signs
- Triage
- Specialty Procedures (Eye, Ear, Rectal, & Pelvic)
- Examination Positioning & Preparation
- Assisting with Special Exams
- Specimen Collection & Laboratory Procedures
- EKGs
- Minor Surgical Preparation & Assisting
- Administration of Medications & Dosage Calculations
- Reading and Writing Prescriptions
- Mobility Assistance
- First Aid

## **General Medical Education:**

- Medical Specialties and Allied Health Professionals
- Professionalism & Teamwork
- Medical Ethics
- Legal Responsibilities & Legal Terminology
- HIPAA Privacy Training
- OSHA General Safety and Bloodborne Pathogen Training
- Medical Terminology
- Body Systems and Organ Functions
- Medical Abbreviations
- Introduction to Pharmacology
- Computer Skills, including:
  - Word Processing
  - Patient Management Software
  - Appointment Management
  - Introduction to Insurance Billing
- Job Search
- Resume Writing
- Interviewing Techniques