

Medical Assistant

The Medical Assistant is a professional, multi-skilled person dedicated to assisting in patient care management. The practitioner performs administrative and clinical duties and may manage emergency situations, facilities, and/or personnel. Competence in the field also requires that a medical assistant display professionalism, communicate effectively, and provide instructions to patients.

The medical assistant program is a one-year program that is designed to prepare students to work effectively in a physician's office, medical records or business office of a clinic or a hospital. Upon completion of the required courses, the student will demonstrate proficiency in both front and back office procedures. Successful completion of the program leads to a Certificate of Achievement.

While students are encouraged to complete the entire certificate, they are employable in the Medical Assisting field upon successful completion of ALDH 82 and 82C.

NOTE: Upon successful completion of ALDH 82 the student may enroll in ALDH 82-C (Clinical). On the first day of ALDH 82-C the student is required to bring to class the following:

1. Students must demonstrate physical health as determined by a history and physical examination.
2. The students must submit a current physical and meet required immunizations, titers, and have a chest X-ray and/or PPD. Also, a current American Heart Association Health Care Provider CPR Certificate, or equivalent, must be obtained and current. Criminal background checks are required in order to comply with the program and clinical agencies' contractual requirements. Per individual facility requirements, random drug testing may also be required.

Career Opportunities

Medical Assistant, Patient Account Representative, Receptionist, Medical Secretary, Medical Records Technician

Faculty

Diego Garcia

Degrees and Certificates Awarded

Associate in Science, Medical Assistant

Medical Assistant Certificate

Associate Degree

To earn an Associate in Science degree with a major in Medical Assistant (04956), complete the certificate requirements, three additional units in Allied Health, and meet all remaining Victor Valley College graduation requirements.

Transfer

Not a transfer major. Some Allied Health courses transfer as Electives or fulfill subject credit requirements.

Medical Assistant

MEDICAL ASSISTANT CERTIFICATE OF ACHIEVEMENT (20543)		
This certificate prepares students for an entry-level position in a physician's office, clinic, or medical records.		
Units Required: 24.0	<i>Most course descriptions may be found under Allied Health.</i>	
<i>All of the following must be completed with a grade of "C" or better:</i>		
ALDH 80	Pharmacology	3.0
ALDH 81	Medical Insurance	3.0
ALDH 82	Medical Office Procedures	4.0
ALDH 82C	Medical Office Procedures -Clinical	5.0
ALDH 139	Medical Terminology	3.0
BET 104	Beginning Word Processing/Typing-Word for Windows A/B/C	3.0
PSYC 110	Developmental Psychology*	3.0

*PSYC 110 simultaneously satisfies VVC's General Education requirement in Category IIA, Social and Behavioral Sciences.