

**Santa Ana**  
1639 E. Edinger  
Santa Ana, CA 92705

**Colton**  
851 S. Cooley Dr.  
Colton, CA 92324

**El Cajon**  
411 N. Marshall Ave.  
El Cajon, CA 92020

THE SUMMIT DIFFERENCE

# Medical Assistant- Administrative and Clinical



## DISCOVER... A Fulfilling Career in Health Care

It takes a special kind of person to pursue a career in health care, and specifically, in medical assisting. Patients will rely on you to ease them and guide them through the treatment process. Doctors and nurses will count on you to perform important tasks related to treatment. And office managers will look to you as an important member of the professional team.

At Summit College, our Medical Assistant-Administrative and Clinical program will introduce you to the profession and empower you to develop the confidence, skills, knowledge, and characteristics necessary to succeed. You'll learn from accomplished individuals, and alongside other motivated students. And you'll gain the kind of powerful preparation it takes to launch an exciting new career in a dynamic field.

## DISCOVER... A Well-Rounded Education

Whether it's working in the front office with billing, or in the back with clinical treatment of patients, medical assistants are expected to work in both areas equally well. That's why Summit's Medical Assistant-Administrative and Clinical program takes a holistic, well-rounded approach to educating students. You'll spend as much time learning about the administrative aspects of the profession as you will developing skills to assist with patient treatment, resulting in the kind of depth and breadth of knowledge that employers want. In this program, among other areas, you'll learn...

- Medical records procedures
- Skeletal systems functions, structures, and treatments
- Medical billing
- Anatomy and CPR
- Medical office bookkeeping
- Minor surgical procedures and protocols
- Patient rights
- Medical law and ethics
- Medical terminology
- MediSoft training

## DISCOVER... A Powerful Calling

When you join the community of learners in Summit's Medical Assistant-Administrative and Clinical program, you'll immerse yourself in an engaging, enlightening, relevant program of study covering all aspects of the profession. From phlebotomy and lab procedures; to computer operations; to respiratory, urinary, and digestive system functions, structures, and treatments; to sterilization; to electrocardiogram and urinalysis procedures; you'll gain the necessary knowledge and skills to succeed. Some of the things you'll do in Medical Assistant - Administrative and Clinical include...

- Greeting and directing patients
- Updating and maintaining electronic medical records
- Assisting physicians during examinations
- Scheduling appointments and maintaining schedule books
- Insurance verification
- Taking patient heart rate and blood pressure
- Processing insurance claim forms
- Accounts receivable and accounts payable
- Laboratory services
- Recording patient medical histories

# Medical Assistant-Administrative and Clinical



## DISCOVER... A Lifelong Endeavor

Summit College's Medical Assistant program prepares students to succeed in the growing healthcare field by providing a well-rounded learning experience that focuses deeply on helping you develop both the administrative and patient treatment skills. The U.S. Department of Labor projects the employment of medical assistants to grow much faster than average (14% or higher) through the year 2024. And according to O\*Net, the starting salary in 2015 for medical assistants was \$23,050 in California.

As a graduate of this program, you'll be prepared to work in...

- Doctors' offices
- Medical clinics and other health organizations
- Hospitals
- Urgent care centers

<https://www.onetonline.org/link/summary/31-9092.00>

## DISCOVER... The Summit Difference

The learning experience in Summit's Medical Assistant - Administrative and Clinical program is one characterized by support, by individual guidance, and by outstanding instruction. That's the Summit difference.

- Personal attention from outstanding, accomplished faculty
- A wealth of academic support, free tutoring services, and a Learning Academy open six days a week offering a modern computer lab
- A rich abundance of career service support, including resume assistance, mock interviews and workshops, and externships
- Excellent, modern facilities and resources
- Schedule options that include day, evening, and weekend courses

### Required Courses:

Course Title/Number		Lecture Hours		Laboratory Hours		Externship Hours		Hours Home Work	Total Hours	
		Clock/10	Credit	Clock/20	Credit	Clock/30	Credit		Clock	Credit
MA3510.1	OB/GYN & Pediatrics	24	2	36	1.5		0	20.5	60	3.5
MA3510.2	Legal & Ethic/The Medical Record	24	2	36	1.5		0	17	60	3.5
MA3520.1	Circulatory System/Electrocardiogram/	24	2	36	1.5		0	16	60	3.5
MA3520.2	Microbiology/Minor Surgery Skills	24	2	36	1.5		0	14	60	3.5
MA3530.1	Musculoskeletal & Skin	24	2	36	1.5		0	8	60	3.5
MA3530.2	Basic Pharmacology & Nutrition	24	2	36	1.5		0	11.5	60	3.5
MA3540.1	Vital Signs & Medical Terminology	24	2	36	1.5		0	18.5	60	3.5
MA3540.2	Medical Doc/Emergency Procedures	24	2	36	1.5		0	11.5	60	3.5
MA3550.1	Medical Insurance/Coding	24	2	36	1.5		0	12	60	3.5
MA3550.2	Medical Assistant as a Profession	24	2	36	1.5		0	12	60	3.5
CD0110	Career Development	20	2	20	1		0	3	40	3
MA3500	Externship				0	160	5		160	5
<b>TOTAL</b>		<b>260</b>	<b>22</b>	<b>380</b>	<b>16</b>	<b>160</b>	<b>5</b>	<b>144</b>	<b>800</b>	<b>43</b>

\*Program availability and shift may vary by location.



Discover Summit Today!

CIMC, Rehab, WIA, EDD approved.  
Colton and Santa Ana campuses are approved for VA Education Benefits.  
Summit College is accredited by ACCET.  
Visit [www.summitcollege.edu/disclosures](http://www.summitcollege.edu/disclosures) for complete disclosures.

Call us at (888) 504-2552 or visit us online at [SummitCollege.edu](http://SummitCollege.edu)

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