CA Medical Administrative Assistant

The ability to work well with people, be well organized with attention to detail are essential qualities in an administrative medical assistant. Administrative skills include patient appointment scheduling, medical report transcription, medical billing and insurance, and medical/financial records management.

Career Opportunities

Administrative medical assistants work in physician's offices, clinics, outpatient facilities, hospitals, and business offices of medical facilities.

Program Learning Outcomes

Students completing this program will be able to:

1. Apply their education and training to begin employment in health care.
2. Use updated job skills to maintain or advance in current employment.

Major: Core and Selective Requirements

Complete Core Courses, 21 units		Units
MEDA 100	Introduction to Medical Assisting	3 units
MEDA 110	Medical Terminology	3 units
MEDA 115	Introduction to Electronic Health Record	3 units
MEDA 140	Implementation of Electronic Health Record	3 units
MEDA 150	Medical Office Procedures	3 units
MEDA 160	Medical Insurance Procedures	3 units
MEDA 190	Introduction to Pharmacology	3 units