Step Up to the Future!

Personal Characteristics & Working Conditions

- Desire to help others and provide excellent customer service to patients of all ages and backgrounds.
- Great communication skills (verbal & written), bilingual desired.
- Ability to work both independently and as a team.
- Ability to follow directions, multi-task and observe details.
- Computer literate, mathematical competency.
- Ability to stand for long periods of time, in good health.

Sources for Further Information About Medical Assisting:

Community Colleges’ Health Program Directory
www.ca-hwi.org

Explore Health Careers - Medical Assistant
www.explorehealthcareers.org

Medical Board of California
www.mbc.gov

California Medical Assistants Association
www.cmaa-ca.org

Medical Assisting Certifying Agencies

California Certifying Board for Medical Assistants (CCBMA)
www.ccbma.org

American Medical Technologists
www.americanmedtech.org

American Association of Medical Assistants
www.aama-ntl.org

Commission of Accreditation of Allied Health Programs
www.caahep.org

Medical Assisting

What Does a Medical Assistant Do?

Medical Assistants play a vital role in the management and efficient operations of doctors’ offices, clinics, and other medical facilities.

Medical Assistants are unlicensed individuals who perform non-invasive routine technical support services under the supervision of a licensed physician and surgeon, podiatrist, physician assistant, nurse practitioner, or nurse midwife in a medical office or clinic setting. The supervisor must be on the premises in order for the medical assistant to perform those technical support services. Medical assistants may obtain “certified” status through private agencies approved by the Medical Board of California.

Administrative duties may include welcoming patients, scheduling appointments, maintaining medical records, bookkeeping, insurance billing and coding. Clinical duties may include recording vital signs and medical histories, preparing patients for examination, assisting the physician during an exam, collecting blood and other lab specimens, and administering medications as directed.

Facts About Medical Assisting & Job Opportunities

According to a document entitled “Key Findings, 2014, Health Occupations in California,” prepared by the Centers of Excellence, the need for Medical Assistants in the ambulatory healthcare and nursing and residential care employer settings was expected to see a projected growth rate of 5%, with a total of 4,750 job openings over the subsequent 12-month period. Most employers prefer graduates from formal training programs in medical assisting such as those offered in postsecondary vocational schools or community colleges.

Many employers prefer or require certification. There are three certifying agencies that are recognized in California. The American Association of Medical Assistants (AAMA) awards the Certified Medical Assistant (CMA-AAMA) credential, The American Medical Technologists (AMT) agency awards the Registered Medical Assistant (RMA) credential, and the California Certifying Board for Medical Assistants awards the CCMA credential. Most students desiring certification attend and graduate from an accredited medical assisting program. This prepares them to pass a certification exam given by one of the three accrediting organizations. Others are trained on the job and may take a refresher course to assist them in preparing for the exam.
Medical Assisting Programs are Available at the Following Community Colleges:

Allan Hancock College  
Antelope Valley College  
Cabrillo College  
Canada College  
Cerritos College  
Cerro Coso College  
Chabot College  
City College of San Francisco  
College of Marin  
College of the Redwoods  
Columbia College  
Contra Costa College  
Cosumnes River College  
Cuesta College  
DeAnza College  
El Camino College  
Fresno City College  
Grossmont College  
Imperial Valley College  
Lake Tahoe Community College  
Long Beach City College  
MiraCosta College  
Modesto Junior College  
Monterey Peninsula College  
Moreno Valley College  
Mt. San Jacinto College  
Orange Coast College  
Palomar College  
Pasadena City College  
Saddleback College  
San Diego Mesa College  
San Joaquin Delta College  
San Jose City College  
Santa Ana College  
Santa Barbara City College  
(Straight Ed)  
Santa Rosa Junior College  
Southwestern College  
Ventura College  
Victor Valley College  
West Hills College  
West Los Angeles College  
West Valley College  

Medical Assisting Program Application is open from February 1 - August 15
Please note, if the spring-start program is not full, applications will continue to be available on the website and accepted through October 15th.

For further info:

MODESTO JUNIOR COLLEGE  
MEDICAL ASSISTING PROGRAM  
Work in both administrative and clinical areas of a medical facility  
Earn your Medical Assisting Certificate and prepare for the national CMA exam  
Fully accredited through CAAHEP and transferable units  
All for less $3,000.00 and in less than a year  

Have any questions check out our website:  
www.mjc.edu/instruction/medap/  

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(209) 575-6362  
Website: www.mjc.edu/alliedhealth  
Email: mjcalliedhealth@mjc.edu  

Regular Hours:  
Monday – Thursday: 8am – 5pm  
Friday: 8am – 4:30pm  

Summer Hours:  
Monday – Thursday 7:30am – 5:30pm  
Friday – Closed