City College of San Francisco
John Adams Center
1860 Hayes St.
San Francisco, CA 94117
www.ccsf.edu

MEDICAL CLINIC ASSISTING CERTIFICATE PROGRAM

Students who complete this certificate successfully are prepared to hold positions as clinic assistants. Students have the option of completing additional courses for a Certificate of Achievement in Medical Assisting. Students receive training in anatomy and physiology, medical terminology, computer applications and administrative procedures, the electronic health record, disease process, communication and professionalism, and clinical procedures. Students will complete an internship and must hold a valid CPR Health Provider card and a HIPAA Awareness Training certificate.

PROGRAM RECOMMENDED PREPARATION:

- There is no pre-requisite for this certificate program.
- Strongly recommended for success in the program: ENGL 86 or ESL 186, or ENGL 88 or readiness for college-level English.
- Recommended Prep: successful completion of Math 60 or placement in Math 70 or 80 or higher.

ADMISSION REQUIREMENTS:

1. 18 years of age minimum

Upon Acceptance:

2. physical exam, negative TB test of chest x-ray, and proof of immunization
3. Name tag for work experience
4. Valid CPR card (CCSF offers EMT 12 Basic Life Support for Healthcare Providers course)

CERTIFICATION: The Medical Clinic Assisting Program offers a Certificate of Achievement.

ORIENTATION AND COUNSELING

Remote Counseling Services are available for students:

1. Zoom appointment, phone (415) 561-1925
2. Phone appointment online: esars.ccsf.edu
3. Email academiccounseling@ccsf.edu.

All applicants should join a ZOOM orientation meeting. Email cwei@ccsf.edu for ZOOM orientation meeting ID (attend one).

ORIENTATION DATES		
August 9, 2023	**Wednesday**	**6:00pm – 7:30pm**
October 18, 2023	**Wednesday**	**6:00pm – 7:30pm**
November 15, 2023	**Wednesday**	**6:00pm – 7:30pm**
December 13, 2023	**Wednesday**	**6:00pm – 7:30pm**
March 20, 2024	**Wednesday**	**6:00pm – 7:30pm**
April 24, 2024	**Wednesday**	**6:00pm – 7:30pm**
May 15, 2024	**Wednesday**	**6:00pm – 7:30pm**

FOR PROGRAM INFO: For questions regarding the Medical Assisting Program, please contact Dory Rincon at (415) 561-1821 or drincon@ccsf.edu. For an informational packet, please call (415) 561-1813 or visit our web site at https://www.ccsf.edu/degrees-certificates/medical-assisting

HEALTH CARE TECHNOLOGY OFFICE: 415-561-1813
STUDENT SERVICES OFFICE: 415-561-1835

5 STEPS COLLEGE ADMISSION PROCEDURES

1. Apply for Admission: Go to Admissions & Registration or call 415-239-3285.

- **NEW CREDIT STUDENTS:** **F**ill out a CCSF **credit** application at Credit Admission or call 415-239-3285
- **RETURNING STUDENTS:** Have attended CCSF before as a **credit** student, but have not enrolled in courses for 2 consecutive semesters (Spring & Fall) or more, reapply (update your personal information) at Credit Admissions. Go to step 3. If you have only been away for one semester, you are considered a Continuing Student**.**

2. Complete the Assessment: Go to Assessment Center or call 415-239-3751.

PLACEMENT PROCEDURES FOR NATIVE ENGLISH AND MATH

- Complete online "High School Data Form" for English and Math placement by self-reported high school grade point average, and high school coursework.
- Complete "College and/or Test Data Form" for English and Math placement by prior college-level English and Math course work or standardized tests (SAT, AP Exams, GRE).

FOR ENGLISH AS SECOND LANGUAGE PLACEMENT: Go to "Credit ESL Placement Test" page (Search) at www.ccsf.edu for two-part remote testing.

- Complete "Online ESL Guided Placement Tool" (Part I) and CCSF Testing will contact student to arrange for ESL writing test (Part II). Results will be evaluated by ESL faculty and ESL placement made.

3. Attend an orientation for the health program of interest. After orientation if there are no questions about registration, tuition & fees, financial aid, or other student services go to step 5.

4. Meet with a CCSF Counselor (Counselors available at John Adams Center for Zoom counseling appointments, call 415-561-1925.)

5. Register for Classes: Go to Online Schedule.

Visit "Virtual Help Counters" or call 415-239-3000 for CCSF remote services.

PAYING FOR COLLEGE

COSTS: (subject to change without prior notice) Go to "Tuition & Fees Office" or call 415-239-3522

- California residents: $46 per unit
- Nonresidents: $360 per unit ($46 per unit + $307 nonresident tuition + $7 Capital Outlay)
- $20 Student Health Fee ($16 in Summer)
- Additional costs: books, supplies, uniforms, equipment, certification, etc.

"Free City" Program: free tuition to CCSF for eligible San Francisco residents. See www.ccsf.edu/freecity

Financial Aid available: Go to "Financial Aid Office" (Search) at http://www.ccsf.edu or call 415-239-3577.

For more information about graduation rates, loan repayment rates, and post-enrollment earnings about this institution and other postsecondary institutions please click here: https://collegescorecard.ed.gov/

Visit the CCSF Virtual Campus for more information about our resources for students and to schedule an appointment with a counselor.

It is the policy of the City College of San Francisco to provide all persons with equal employment and educational opportunities regardless of race, color, ancestry, national origin, ethnic group identification, religion, age, gender, marital status, domestic partner status, sexual orientation, disability or AIDS/HIV status, medical conditions, gender identity, or status as a Vietnam-Era veteran. These categories specifically include status as a lesbian, gay, bisexual, transgender, or questioning person in any District program or activity.