



How To Enroll

STEP 1 You may apply to the college online at www.cabrillo.edu, or use the form in the Schedule of Classes. Your application can

be faxed (831-479-5782), brought in person or mailed to: Admissions and Records Office, Cabrillo College, 6500 Soquel Drive, Aptos, CA 95003.

STEP 2 You will receive registration information in the mail, including your time to begin registering.

Who May Enroll

Cabrillo College is open to anyone 18 years of age or older, or anyone with a high school diploma or proficiency certificate. High school students also may attend classes at Cabrillo on a limited basis with the permission of their high school principals.

Nondiscrimination Policy

Cabrillo Community College does not discriminate on the basis of ethnic group identification, national origin, religion, age, sex, race, color, physical or mental disability, or sexual orientation in any of its policies, procedures, or practices. This nondiscrimination policy covers admission and access to, and treatment and employment in, the college's programs and activities, including vocational education programs. Limited English language skills will not be a barrier to admission to and participation in vocational education programs.

Plan De Acción No Discriminatoria

Cabrillo Community College no discrimina a base de identificación con grupos étnicos, nacionalidad de origen, religión, edad, sexo, raza, color, incapacidad mental o física ni orientación sexual en ninguna de sus reglamentaciones, procedimientos o prácticas. Este plan de acción no discriminatoria incluye la admisión y el acceso a los programas y actividades, y el tratamiento y el empleo en los mismos, incluyendo la educación vocacional. Tener limitadas destrezas en el idioma inglés no constituirá una barrera para ser admitido o participar en los programas de educación vocacional. 6/10

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Medical Assistant



The Profession

If you enjoy people and care about their health, get satisfaction in helping others, and appreciate variety in daily activities—then any of our seven programs may be the career for you!

Medical Assistant careers are an extension of the medical profession. They demand the same high caliber of ethics, attitude, confidentiality and performance that the public has come to expect of doctors and nurses.

As a health professional, you perform clinical, technical, administrative or clerical support services for physicians, surgeons, nurse practitioners, midwives or other licensed providers.

“Thank you for making me see that the details of serving others are what counts...for believing in me and helping me achieve scholarships that have helped me through this challenging financial time, and for giving me courage and understanding.” — Mary Farao



Medical Assistant

“The Cabrillo medical assistant graduates are so well trained that they ‘hit the ground running’ on their first day and move ‘up the ranks’ quickly.”

— Carol Noble, Office Manager, Scotts Valley Medical Clinic

The MA Department

We offer seven different programs that lead to careers in the “front office” and the “back office” in the healthcare industry. There is no separate application process and no wait list! You will be in school between one semester and two years, depending on the program options you choose.

Our courses are accredited, which means you can be assured you will receive a high quality education with the most current information, using the state-of-the-art technology in our new Health and Wellness Complex.

You will graduate with a Certificate of Achievement or an Associate of Science degree. You may choose a combination of programs, certificates and degrees to fit your goals and interests.

Healthcare careers are one of the fastest growing professions today. Due to the expansion of the health services industry (technological advances and a growing aging population), the U.S. Department of Labor estimates Medical Assistant careers to be one of the fastest growing occupations through 2016.

Program Options

MEDICAL ASSISTANT*

You perform basic administrative, clerical, and technical support services for a licensed physician, surgeon, podiatrist, physician’s assistant, nurse practitioner, or nurse-midwife. The skills and specialized knowledge you learn from our courses prepare you to take an exam to become a Certified Medical Assistant (CMA).

Some of the things you’ll do as a medical assistant include: take patient vital signs and medical histories, prepare lab specimens, draw blood, give injections and process medications.

MEDICAL ADMINISTRATIVE ASSISTANT*

You perform front office work and administrative tasks in a healthcare facility. To be successful, you need excellent communication and detail skills.

Some of the things you’ll do, include: work closely with the physician to establish and implement office



policy, create business promotional materials (brochures, business cards, etc.) and hire and manage office staff.

MEDICAL INSURANCE SPECIALIST

As insurance companies and health care agencies require highly detailed records of services provided to patients, the need for medical billing and coding professionals has grown rapidly.

As a medical insurance specialist, you are responsible for billing and/or procedural and diagnostic coding. To be successful, you need detail skills, patient records skills and resourcefulness.

Some of the things you’ll do include: analyze patient records and complete and submit insurance claim forms.

MEDICAL RECEPTIONIST

Medical receptionists are often the first point of contact that the public has with a medical facility.

Some of the things you’ll do include: greet patients, answer phones, schedule/confirm appointments, take patient payments and enter insurance codes.

EKG (Electrocardiogram) TECHNICIAN



You learn to perform electrocardiograms (visual record of heart activity) for employment in inpatient and outpatient settings.

Some of the things you’ll do, include: explain procedures to patients,

perform EKGs, verify accurate EKG tests, and place Holter monitors on patients.

EHR (Electronic Health Records)

New to Cabrillo is an Electronic Health Records (EHR) program. A Federal mandate states that by 2014 all healthcare providers in the country must be using Electronic Health Records.

Hands-on computer skills are required to train personnel to legally establish, maintain and retrieve patient medical records. Health providers are now converting paper medical records to electronic health records. EHR skills will be important for this new mandate and for all allied health students’ success.

PHLEBOTOMY TECHNICIAN*



For employment in inpatient and outpatient settings, you’ll learn how to draw blood safely and successfully. When you complete the program,

you may apply for a California phlebotomy license. Some of the things you’ll do, include: explain procedures to patients, select and use the correct equipment for blood tests, and complete accurate patient charting.

** Externship required*

Program Requirements

There is no separate application process for any of our seven programs: choose your program/s; begin when you are ready; finish as your time allows.

We recommend you:

- Review program and coursework requirements in the college catalog at: www.cabrillo.edu/publications/catalog/current/departments/ma.pdf
- Talk with an academic counselor to outline an educational plan
- Meet with a financial aid advisor

For more information:

cabrillo.edu/academics/medicalassisting