



## **1. Catalog description of the program (program goals and objective)**

De Anza College's Health Technologies programs prepare individuals for careers as medical assistants and an array of other related allied health fields: phlebotomy, lab assisting, insurance and coding, and medical transcription. The goal of the program is provide all students will a solid foundation in medical terminology, medical law and ethics, and office procedures. The certificate program offerings are designed based on the ladder concept, whereby students can continue to take additional courses towards supplemental certificates or an A.A. degree.

De Anza's Health Technologies certificate and degree programs can be broadly organized into two categories: medical front office and back office procedures. The "front office" programs pertain to providing patient services and managing patient records and insurance claims. Certificate offerings to prepare for front office careers include Business Office Clerk, Insurance and Coding, Medical File Clerk, Medical Reception, Medical Records, and Medical Secretary. The "back office" programs train individuals to provide direct assistance to patients, physicians, nurses, and other professionals during medical examinations and procedures. Health Technologies certificate programs that prepare individuals for back office careers include Lab Assisting, Medical Assisting, and Phlebotomy Technician. The Medical Assisting Certificate of Achievement-Advanced and A.A. degree program is the most comprehensive of Health Technologies program offerings, giving students preparation for both front and back office careers.

All Health Technologies specializations require students to complete supervised externships in outpatient environments. The Health Technologies program coordinator maintains strong connections with hospitals and medical practices throughout the South Bay region. As a result, students are able to completed externships in a variety of settings: large, public hospitals, specialized practices, and individual physician's offices. These Health Technologies externships provide important work experience and often, when economic conditions permit, lead to future employment opportunities for program graduates.

## 2. Certificate and degree programs offered (title and units)

Certificate of Achievement – **Business Office Clerk** – 20.5 units  
Certificate of Achievement – **Insurance and Coding** – 24.5 units  
Certificate of Achievement – **Lab Assisting** – 25.5 units  
Certificate of Achievement – **Medical File Clerk** – 18 units  
Certificate of Achievement – **Medical Reception** – 19 units  
Certificate of Achievement – **Medical Records Clerk** – 19 units  
Certificate of Achievement – **Medical Transcription** – 25.5 units  
Certificate of Achievement – **Phlebotomy Technician I** – 19 units

Certificate of Achievement-Advanced – **Medical Assisting** – 53 units  
Certificate of Achievement-Advanced – **Medical Secretary** – 43.5 units

A.A. Degree – **Medical Assisting** – 53 units plus General Education

## 3. Program-level Student Learning Outcomes

## 4. Data on certificate and degree awards for previous year (2009-10)

<u>Certificates of Achievement</u>	Business Office Clerk – 9 Insurance and Coding – 7 Lab Assisting – 8 Medical File Clerk – 7 Medical Reception – 2 Medical Records Clerk - 7 Medical Transcription – 1 Phlebotomy Technician I – 41
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<u>Certificates of Achievement-Advanced</u> <i>formerly Certificates of Proficiency</i>	Medical Assisting – 5
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<u>Associate in Arts degrees</u>	Medical Assisting – 5
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## 5. Regional and State Labor Market Data

Employment opportunities for medical assistants, records clerks, receptionist, coding specialists, and phlebotomists exist in hospitals, clinics, lab facilities, and physician's offices. Medical assistants and related allied health professionals work primarily in outpatient settings, however there are a limited number of openings acute and sub-acute care settings. According to the California Employment Development Department's Labor Market Information data for the

San Jose-Sunnyvale-Santa Clara MSA, there are projected to be 100 annual openings for medical assistants and 85 for medical secretaries for the period 2006-2016. There will also be a growing number of openings medical records and health information technicians, with 25 annual openings. There is also expected be a demand for allied health professions statewide, with 3,180 annual openings for medical assistants, 3,300 openings for medical secretaries, and 630 openings for health information technicians projected around California over the period 2008-2018. With the increased reliance on diagnostic testing and digital medical records, openings for individuals with medical assisting and health information systems trainings will continue to be in demand.

**6. Areas for new course and/or program development**

**7. Recommendations of Advisory Committee (retain or delete program)**