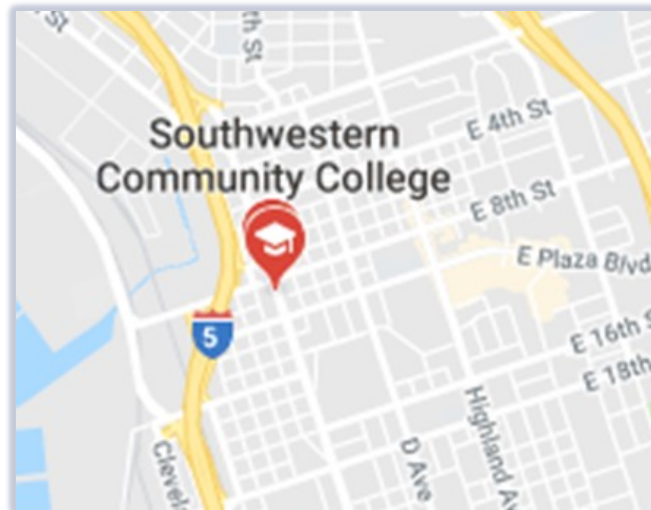## Higher Education Center National City Plaza Building

The Plaza Building houses a new educational medical clinic that offers students the opportunity to learn in an environment that mimics the real world. The clinic offers a reception area to greet and schedule patient visits as well as four medical bays for clinical practice.

Southwestern College

Established in 1961, Southwestern College (SWC) is one of 112 public community colleges in the state of California and is one of three public institutions of higher education in southern San Diego County. SWC's location positions itself to play an important role in the intellectual growth of more than 400,000 residents of communities between the City of San Diego and the international border. Serving approximately 20,000 students every semester, SWC offers more than 320 associate degree and certificate options.

Map to National City Higher Education Center

National City Higher Education Center
880 National City Blvd.
National City, CA 91950
Phone: **619-216-6665** ext.: **4886**
E-mail: **SWCMedicalAsst@swccd.edu**

Southwestern College

Medical Assisting

**National City
Higher Education Center
880 National City Blvd.
National City, CA 91950**

Medical Assistant

The Commission on Accreditation of Allied Health Education Programs (CAAHEP) states, "Medical assistants are multiskilled and allied health professionals specifically educated to work in ambulatory settings performing administrative and clinical duties."* According to the United States Bureau of Labor Statistics it has "projected an increase in demand for MA's from 2016-2026 to be 29% and the annual mean wage for the San Diego area is $37,100 per year."+

*http:www.caahep.org
+https://www.bls.gov/home.htm

MA-Administrative [Front Office]:
♦ Schedule appointments
♦ Greet patients
♦ Answer telephones
♦ Order supplies
♦ Arrange hospital admissions
♦ Collect co-pays

MA-Clinical [Back Office]:
♦ Prepare examination room
♦ Prepare patients for examination
♦ Assist physician during exams
♦ Take and record patient vital signs
♦ Perform basic laboratory tests

MA-Coding, Billing, & Insurance
♦ Learn CPT and ICD coding guidelines
♦ Identify CPT codes that require a modifier
♦ Identify and assign correct ICD-10 codes
♦ Communicate effectively with the healthcare team

Medical Assisting Programs

Medical Assisting– Administrative

Certificate of Achievement

Medical Assisting– Clinical

Certificate of Achievement

Medical Assisting– Coding , Billing & Insurance

Certificate of Achievement

Medical Assisting

Associate of Science Degree

♦ No program prerequisites

♦ Campus and laboratory classes

♦ New state-of-the-art clinic facility

♦ Practicum experience in an affiliated doctor's office, clinic or hospital

♦ Practicum experience includes 162 hours for certificates and 216 hours for the degree

♦ Certificate programs can be completed in 3 semesters*

♦ Degree program can be completed in 4 semesters*, plus time required to complete general education courses

♦ Graduates eligible to take a national certification exam

*Based on full-time student attendance

Begin training for your new career at SWC in the Medical Office Professions program. Our new Medical Assisting clinic is located at the National City Higher Education Center.

Open enrollment for the program can begin in any semester.

To get started, apply at swccd.edu to obtain a student ID. Once you have your student ID, you can make an appointment with an academic counselor. A counselor can help you create a Student Education Plan (SEP), the first step to reaching your goal. To make an appointment with a counselor, please call (619) 216-6665 x4851.