

City College of San Francisco

1860 Hayes St.  
San Francisco, CA 94117

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The Medical Administrative Assisting Program trains students to perform administrative procedures for employment as a medical receptionist, medical biller, admitting clerk, ward clerk, or office manager in an outpatient clinic, medical office, or health center. The program concentrates on anatomy and physiology, medical terminology and disease

Recommended Prep: successful completion of Math 60 or placement in Math 70 or 80 or higher

1. 18 years of age minimum
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)

The Medical Administrative Assistant Program offers an Associate Degree only

