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6 1) Welcome

7 2) Medical Assisting Inputs

8 a) Medical Assisting and Phlebotomy Certification.

9 i) Medical Assistant program is a one-year long program which started in 2011.

10 Program consists of 13 administrative and clinical courses. Due to COVID courses
11 are now taught asynchronous and synchronous but skills lab is on campus. Upon
12 completion of the program, students are able to obtain three certifications:
13 Administrative Medical Assistant, Clinical Medical Assistant, and Administrative &
14 Clinical Medical Assistant. Students have two options to become nationwide certified
15 medical assistant: California Certified Board of Medical Assistant Exam (CCBMA
16 certified) which students have 100% success rate or American Medical Technologists
17 (AMT).

18 ii) Course success rate is low during Winter and Summer sessions since students have a
19 shorter time frame to complete their externship hours. However, those are usually
20 completed during the first weeks of the Spring Semester.

21 iii) Challenges: Program is taught partially online. Clinics that the program is partnered
22 with take a certain number of students (two max) to complete their externships hours
23 at their location.

24 iv) College implemented a requirement for students to complete their vaccination and
25 upload a record of it. District had issues with uploading vaccination card which
26 caused low enrollment during Summer and Fall 2021.

27 v) Since 2017, WLAC partnered with USC to offer short-term medical assistant program
28 to high school students.

29 vi) Presentation a low unit certificate of achievement called Fundamentals of Medical
30 Assistant for entry-level high school and traditional college students. Students will
31 complete 12.5 units. Certificate will include Health Occ 51, 52, 55 and ALD Hlth 021
32 & 033. It will not include an externship course.

33 (1) Dr. K mentioned the certificate is reasonable and supports it

34 (2) Dr. H commented that the certificate makes sense and supports it

35 (a) A vote was taken to establish the certificate and passed unanimously

36 vii) Expand medical assistant and phlebotomy certification

37 (1) Dr. H commented that his practice specializes in neurology. They focus on vitals,
38 botox, and B12 shots; they do not withdraw blood since they send patients to
39 other facilities such as Quest. Therefore, a neurology practice would not benefit
40 from this expansion.

41 (2) Dr. K commented that his surgical practice does phlebotomy, sterilization, pre-
42 operative COVID testing. Students would benefit from learning more on how to
43 become an office manager and other options to grow in their careers.

44 viii) Medical Insurance

45 (1) Juan Carlos mentioned closing gaps on issues with medical insurance. Medisoft is
46 a basic fundamental software that is used to teach students during the program.



1 3) Meeting Adjourned: 6:00 P.M.