

**Region 10 Career Education Deans' Endorsement Request**  
**October 2017**  
**Dr. Al Taccone, Dean, Career Education**  
**MiraCosta College**

**New Option in Existing Medical Administrative Professional Program:**

**Certificate of Achievement: Medical Office Clinical and Administrative Professional**

The Medical Office Clinical and Administrative Professional, also known as a Front and Back Office Medical Assistant, is an integral part of the healthcare/medical team, thus the job demands the same high caliber of ethics, attitude and performance that the public has come to expect of the healthcare/medical profession. Opportunities are many and varied, depending upon such factors as personality, experience and education. Medical Assistant may become managers of clinics or group practices as well as assist in the physician's office, clinic or hospital.

**Learning Objectives:**

1. Accurately and safely perform medical assisting tasks and procedures.
2. Perform receptionist and administrative medical facility duties
3. Interact professionally and ethically with patients and medical facility personnel, working within the medical assistant scope of practice.

**Catalog Description**

The Medical Office Clinical and Administrative Professional certificate of achievement is designed to prepare students to prepare for careers in medical assisting. Students completing the Medical Office Clinical and Administrative Professional Certificate of Achievement will also meet the requirements to test for the State of California Certification of Medical Assistants. Students will attain the necessary competencies to function as a Medical Assistant working both the administrative and clinical components. An internship in a medical office/clinical combining the skill set of administrative and clinical experience helps to prepare the student with the experience necessary to enter the workforce.

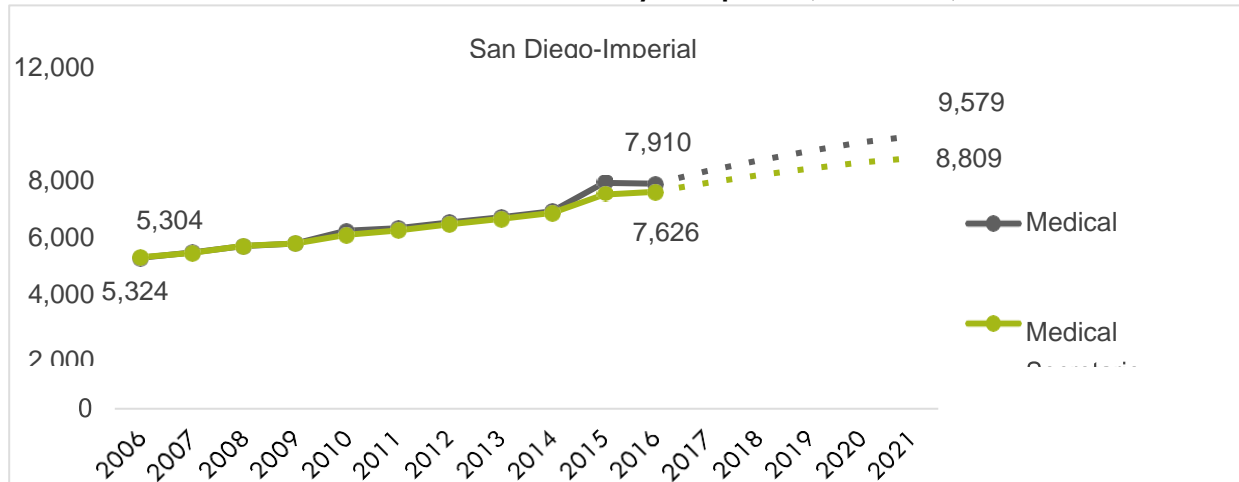
## Labor Market Information and Analysis

### Occupational Demand

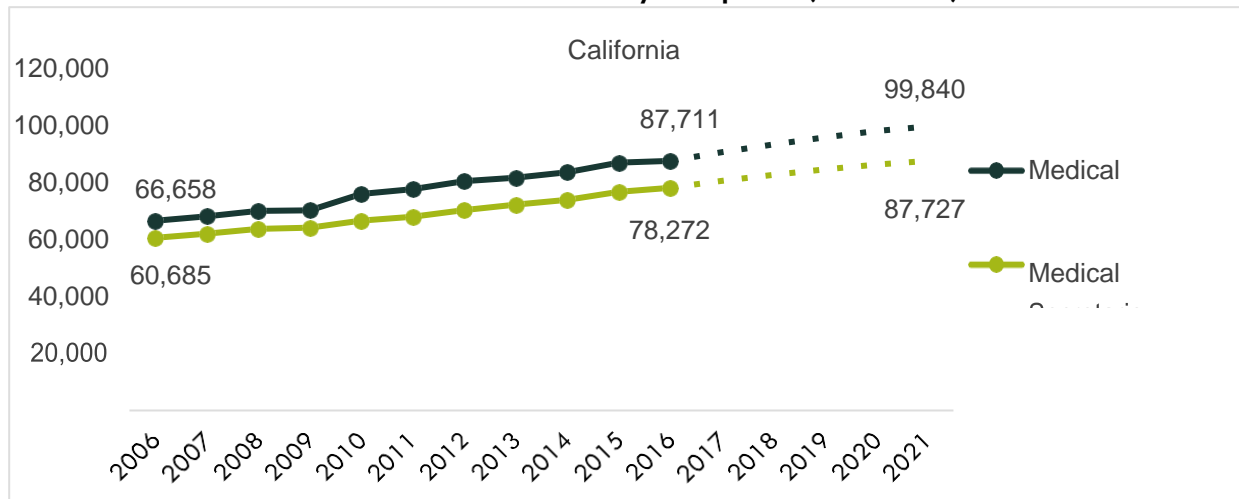
#### Projected Occupational Demand

Between 2016 and 2021, medical assistants and medical secretaries are projected to increase 21 percent and 16 percent, respectively, in the San Diego-Imperial Region (Exhibit 1a).

**Exhibit 1a: Number of Jobs by Occupation (2006-2021)<sup>2</sup>**



**Exhibit 1b: Number of Jobs by Occupation (2006-2021)<sup>3</sup>**



Employers in the San Diego-Imperial region will need to annually hire 2,359 workers to fill new jobs and to backfill jobs due to attrition such as retirement or turnover (Exhibit 2).

<sup>2</sup> Economic Modeling Specialists, Int'l. (EMSI) Medical Assistants (31-9092). Medical Secretaries (43-6013). San Diego County (6073). Imperial County (6025). 2017.03 Class of Worker. QCEW + Non-QCEW + Self-employed. 2006-2021.

<sup>3</sup> EMSI. Medical Assistants (31-9092). Medical Secretaries (43-6013). California (6). 2017.03 Class of Worker. QCEW + Non-QCEW + Self-employed. 2006-2021.

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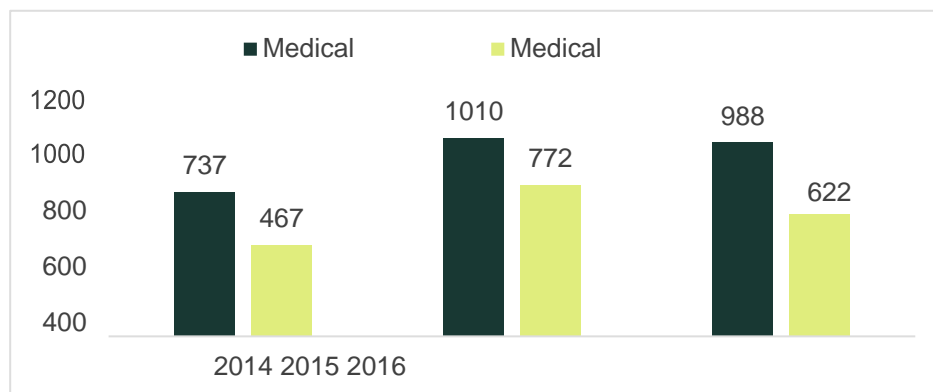
#### Exhibit 2: Annual Openings and Five-Year Projections in the San Diego-Imperial Region<sup>4</sup>

Occupation	2016-2021 Change	2016-2021 % Change	Annual Openings
Medical Assistants	1,669	21%	1,289
Medical Secretaries	1,183	16%	1,070
<b>Total</b>	<b>2,852</b>	<b>18%</b>	<b>2,359</b>

#### Online Job Postings

Exhibit 3 illustrates the number of job postings for medical assistants and medical secretaries between 2014 and 2016 in the San Diego-Imperial region.

#### Exhibit 3: Number of Online Job Postings by Occupation in the San Diego-Imperial Region (2014-2016)<sup>5</sup>



#### Earnings

Medical assistants and medical secretaries in the 25<sup>th</sup> percentile and above make more than the self-sufficient wage (\$13.09 per hour)<sup>6</sup> for a single adult in San Diego County.

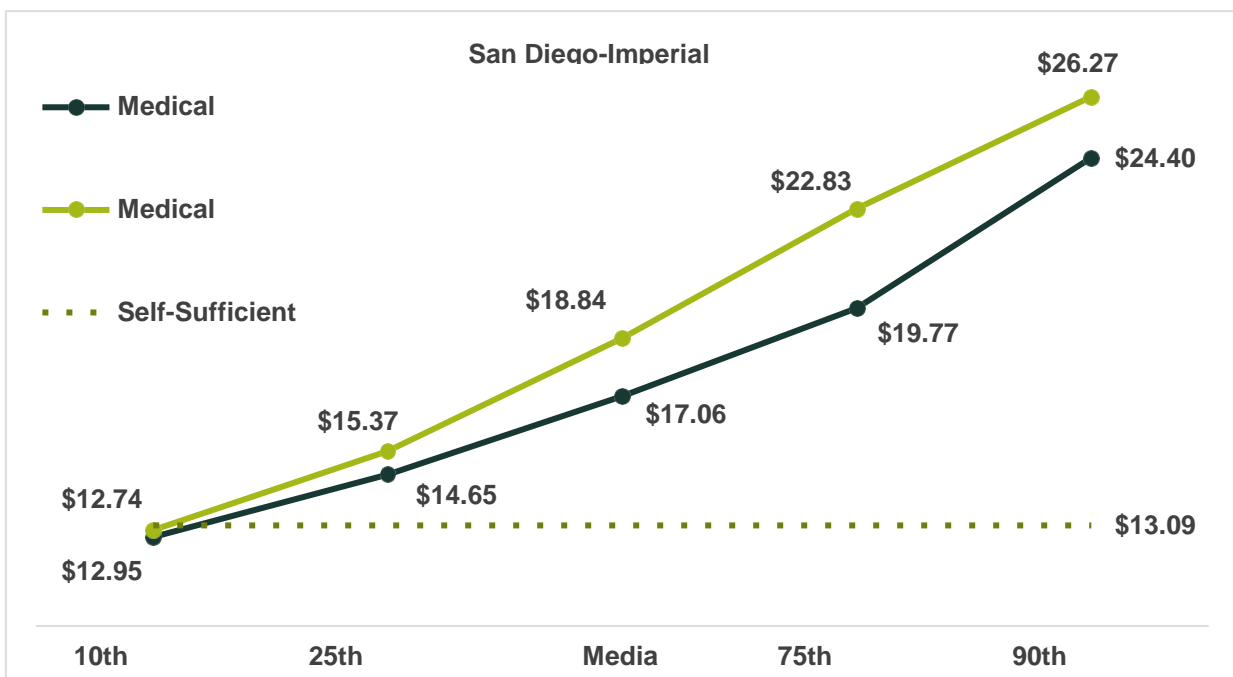
<sup>4</sup> EMSI. Medical Assistants (31-9092). Medical Secretaries (43-6013). San Diego County (6073). Imperial County (6025). 2017.03 Class of Worker. QCEW + Non-QCEW + Self-employed. 2016-2021.

<sup>5</sup> Labor Insight Jobs. Burning Glass Technologies. Medical Assistants (31-9092). Medical Secretaries (43-6013). San Diego, CA. Imperial County, CA. Full year 2014, 2015 and 2016.

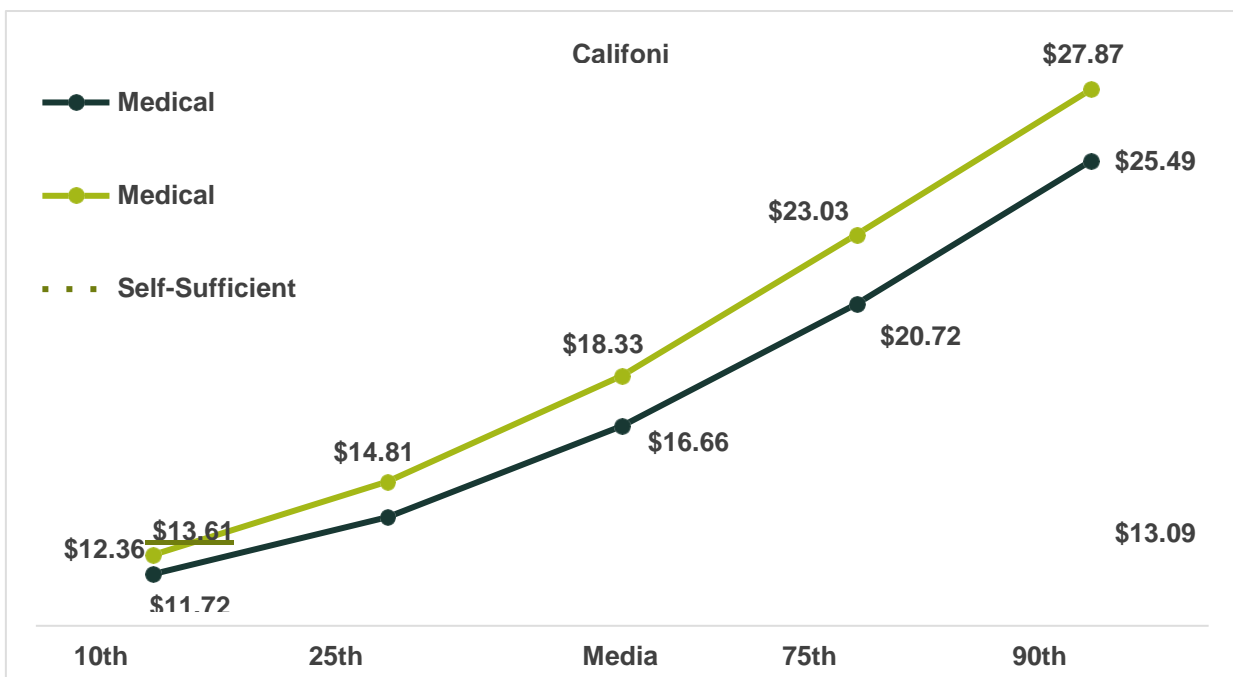
<sup>6</sup> The self-sufficient wage in San Diego for one adult is \$13.09 (insightcced.org/tools-metrics/self-sufficiency-standard-tool-for-california)

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**Exhibit 4a: Earnings by Occupation in San Diego-Imperial Region<sup>7</sup>**



**Exhibit 4b: Earnings by Occupation in California<sup>8</sup>**



<sup>7</sup> EMSI. Medical Assistants (31-9092). Medical Secretaries (43-6013). San Diego County (6073). Imperial County (6025). 2017.03 Class of Worker. QCEW + Non-QCEW + Self-employed. 2016-2021.

<sup>8</sup> EMSI. Medical Assistants (31-9092). Medical Secretaries (43-6013). California (6). 2017.03 Class of Worker. QCEW + Non-QCEW + Self-employed. 2016-2021.

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**Exhibit 6: Number of Awards (Certificates and Degrees) Conferred by Postsecondary Institutions by Occupation (Program Year 2012-13 through PY2015-16 Average)**

• TOP06	• TOP06 Title	• Total Annual Average Supply (PY13-14 to PY15-16)	• Total Annual Average CC Awards (PY13-14 to PY15-16)	• Other Educational Institutions Total Annual Average Certificates or Other Credit Awards (PY12-13 to PY14-15)
• 0 51420	• Medical Office Technology	• 50	• 1 2	• 38
• 1 20800	• Medical Assisting	• 1,391	• 6 1	• 1,330
• 1 20810	• Clinical Medical Assisting	• 5	• 5	• 0
• 1 20820	• Administrative Medical Assisting	• 65	• 6 5	• 0
•	• <b>Total</b>	• <b>1,511</b>	• <b>1 43</b>	• <b>1,368</b>

**Demand vs. Supply**

Comparing the demand of labor or annual openings (Exhibit 3) with the supply of labor from both the region's community colleges and other postsecondary institutions (Exhibit 6), there is a supply gap for these occupations (Exhibit 7).

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