

Health Careers Medical Assistant

Job Title

- Medical Assistant

About the Occupation

According to the Bureau of Labor Statistics, there will be an almost 60 percent increase in medical assisting jobs in the next five years.

Medical assistants perform routine administrative, clinical and laboratory tasks to keep medical offices, clinics, laboratories and other health care agencies running smoothly.

In smaller practice settings, medical assistants are usually generalists, handling both administrative and clinical duties and reporting directly to an office manager or health care provider. Usually the medical assistant helps with routine examinations, obtains specimens, performs laboratory tests, schedules appointments, handles medical insurance claims and accomplishes other office duties.

Highlights of Waubonsee's Program

- Students may choose to complete the program in four semesters (full-time) or six semesters (part-time).
- The required externship allows students to gain experience at a local physician's office, clinic or outpatient facility.

Professional Certification Opportunities

- *Certified Medical Assistant (CMA)* — Graduates who meet certain requirements are eligible to take this national certification exam from the American Association of Medical Assistants' Endowment (AAMA).
- *Phlebotomy Technician (PBT)* — Students who meet certain requirements will be eligible to take this national certification exam from the American Society of Clinical Pathologists (ASCP).

Medical Assistant Certificate of Achievement

(422A) major code

This certificate program prepares individuals for employment in the administrative and clinical areas of medical offices, clinics, and other health care agencies. The Waubonsee Community College Medical Assistant Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), on recommendation of the Curriculum Review Board of the American Association of Medical Assistants' Endowment (AAMA).

Commission on Accreditation of Allied Health Education Programs
35 East Wacker Drive, Suite 1970
Chicago, IL 60601-2208
(312) 553-9355

Graduates of the program who meet CAAHEP requirements are eligible to take the national certification exam for Certified Medical Assistants, CMA (AAMA). Students who are able to meet American Society of Clinical Pathologists (ASCP) requirements will be eligible to take the national certification exam for Phlebotomy Technician, PBT (ASCP).

NOTE: This sequence is intended for full-time students in the medical assistant program. Students interested in a part-time program option should contact the Dean for Health and Life Sciences for scheduling options (see directory).

Summer Semester

m	*AOS	222	Medical Terms for Health Occupations	1
m	BIO	260	Human Structure and Function.....	4
m	MLA	220	Pharmacology/Med.Assist. +	2
m	PSY	100	Introduction to Psychology.....	3
TOTAL.....				10

Fall Semester

m	*AOS	115	Document Formatting.....	3
m	MLA	150	Basic Administrative Procedures for the Medical Assistant.....	3
m	MLA	171	Medical Assistant Clinical I +	2.5
m	MLA	230	Medical Law and Ethics	1
m	PSY	205	Life-Span Psychology.....	3
TOTAL				12.5

Spring Semester

m	AOS	227	Medical Transcription I.....	3
m	AOS	235	Medical Insurance and Reimbursement.....	3
m	COM	125	Communication Strategies for Healthcare Careers.....	2
m	MLA	172	Medical Assistant Clinical II +	2.5
m	MLA	210	Laboratory Procedures/Med. Assist. +	3
TOTAL				13.5

(continued on the next page)

Summer Semester– 2

m	MLA 298	Medical Assistant Externship +.....	2
		TOTAL	2

PROGRAM TOTAL38

* *Students may proficiency a course by passing a proficiency test. Contact the division of Business and Information Systems for test dates and times (see directory).*

m *Major course requires minimum grade of C.*

+ *Program admission required for enrollment.*

Procedure for Entering the Medical Assistant Program

The medical assistant program is offered in either an accelerated (four semester) or part-time (six semester) sequence. Students seeking admission to the medical assistant program are required to:

1. Meet with Counseling and Advising (see directory) to establish a schedule for taking program courses.
2. Obtain specific admission information by contacting the Dean for Health and Life Sciences (see directory).
3. Complete the special application required for entry into the program, which is available from the office of Health Care Programs, Counseling and Advising, or on the Internet at www.waubonsee.edu/prostudents/admission_info.php. Enrollment in the medical assistant (MLA) courses is limited in order to provide the best possible educational experience for students. Students interested in the accelerated sequence and desiring to take courses with the MLA prefix in the summer must make application by May 1. Students interested in the part-time sequence and desiring to take courses with the MLA prefix in the fall must make application by July 1.
4. Complete required medical assistant program assessment tests. Acceptance into the program is based on assessment results, with documentation of reading and math skills at a 10th grade level. Students should contact the Center for Learning Assessment (see directory) for testing dates and to schedule an appointment.
5. Understand that the medical assistant application, previous transcripts, and program assessment testing in math and reading are required for admission to the program. Students are notified via mail approximately three weeks after the application deadline date as to selection status.
6. Follow the program sequence once accepted into the program. The student is expected to follow either the accelerated or part-time program sequence for all MLA courses. Students may opt to complete any or all of the AOS, BIO, PSY, or COM courses prior to submitting an application to the medical assistant program; a minimum 2.0 GPA must be received in each of the major courses. NOTE: AOS and MLA courses are offered on a limited basis during the year. Please contact the offices of Business and information Systems (AOS) and Health and Life Sciences (MLA) for specific course information.
7. Submit documentation of a physical examination, immunizations and 2-step tuberculosis (TB) test upon acceptance into the accelerated program, and prior to the start of MLA 171 Medical Assistant Clinical I for students accepted into the part-time program.

Program Costs

In addition to tuition and regular fees, the medical assistant student has the following minimum fees and expenses:

Textbooks for MLA classes (excludes general education courses)	\$120
Uniform/white shoes.....	\$70
Stethoscope	\$15
Physical exam, immunizations, TB testing	per health care provider

Total Estimated Costs

(excluding medical requirements) \$205

NOTE: These fees and expenses are *approximate costs* and are subject to change without prior notice to the student.

Advanced Placement

Applicants who wish to transfer medical assistant courses from another college or vocational school to Waubonsee may be considered for advanced placement. Advanced placement applications are considered on an individual basis and require that specific documentation (e.g. transcripts, course descriptions) be submitted along with the medical assistant application.

This program does not grant credit for life or work experience.