



**WAUBONSEE**  
COMMUNITY COLLEGE

## **Medical Assistant Program Admissions Information Packet**

The Medical Assistant Certificate Program at Waubonsee Community College has been approved by the Illinois Community College Board (ICCB), the Illinois State Board of Higher Education and the U.S. Department of Education. The program is Accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools (NCA) as well as by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), on recommendation of the Medical Assisting Education Review Board (MAERB).

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



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## Medical Assistant Certificate Program Checklist

- Submit a completed New Student Information Form to Admissions. (630) 466-7900, ext. 5756; [www.waubonsee.edu/nsif](http://www.waubonsee.edu/nsif)
- Confirm that official transcripts of courses taken anywhere other than Waubonsee Community College have been received and recorded in Registration and Records.
- Contact Lisa Giese, CMA (AAMA) Medical Assistant Program Director for more details and questions about the program. [Lgiese@waubonsee.edu](mailto:Lgiese@waubonsee.edu)
- Meet with the Counseling, Advising and Transfer Center to establish a schedule for taking program courses. (630) 466-7900, ext. 2361
- If taking the PAX (see below), contact the Learning Assessment and Testing Services office for Medical Assistant Program assessment testing details such as fees, availability, and scheduling procedures. (630) 466-7900, ext. 5700
- Complete required pre-entrance criteria pathway using either route A or B.
  - A. Pre-Admission Exam (PAX) assessment test  
Acceptance into the program is based on assessment results, with documentation of verbal, math, and science of 50 percent as well as composite of 60 percent. A student has two opportunities to successfully meet assessment requirements.  
  
Eight weeks must elapse between testing sessions for the PAX assessment. Due to the eight-week retest policy, students should plan accordingly for the initial test and possible retest. Guidance is provided by the Learning Assessment and Testing Services office for students who do not meet these entry requirements. Test scores are only valid for 24 months.
  - OR**
  - B. Documentation of completion of BIO260 Human Structure and Function and HIT110 Medical Terminology with a "C" or better letter grade.
- Complete the special application required for entry into the program.  
The medical assistant application form is available from Admissions; the Counseling, Advising and Transfer Center; and the Health Professions and Public Service office, or online ([www.waubonsee.edu/mla](http://www.waubonsee.edu/mla)). Applications to the program must be received prior to the deadline for consideration:

### JUNE 1<sup>ST</sup>— Fall semester start (August)

- Veterans or military service members that have current eligibility for either federal VA Education benefits or Illinois military grants [*Federal VA Education programs include: Chapter 30, 31, 33, 1606 and REAP. State grants are the Illinois Veterans Grant (IVG) or Illinois National Guard (ING)*] should **attach a copy of their benefits Certificate of Eligibility to the application**. Our office will confirm your benefit eligibility by contacting the Waubonsee Financial Aid Office's VASchool Certifying Official.



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## Medical Assistant Certificate Program Checklist

- Submit documentation of a physical examination, immunizations, and 2-step tuberculosis (TB) test upon acceptance into the program and prior to the start of MLA171 (Medical Assistant Clinical I). A health requirement packet will be given to you by your instructor.

### OTHER IMPORTANT PROGRAM INFORMATION

- In compliance with the Illinois Community College Act, in-district applicants will be given preference over out-of-district applicants. Contact Registration and Records regarding residency questions.
- 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 (i.e. transcripts, course descriptions) be submitted along with the Medical Assistant Application. Contact the Dean for Health Professions and Public Service for information regarding prior learning experience documentation at (630) 585-7900, ext. 3904. This program does NOT grant credit for life or work experience.
- Understand that the medical assistant application, previous transcripts (if any), pre-requisites or program assessment testing are required for admission into the program.
- Official written notification of acceptance into the program will be received via certified mail approximately four to six weeks after the application deadline date. **NO INFORMATION REGARDING STATUS WILL BE GIVEN OVER THE PHONE.** Students not accepted must re-apply.
- Understand students may opt to complete any or all of the CIS, BIO, HIT, or PSY courses prior to submitting an application; however, once the student has been accepted into the program, he/she is expected to follow the sequence for all courses (MLA, CIS and PSY courses not previously completed).
- Understand HIT and MLA courses are offered on a limited basis during the year.

If you have any questions, please contact the Health Professions and Public Service office at (630) 585-7900, ext. 3900, or [lgiese@waubonsee.edu](mailto:lgiese@waubonsee.edu)



## Medical Assistant Program

### Sequence (3 Semesters)

#### Prerequisites

COURSE	SEMESTER HOURS
BIO260 Human Structure and Function	4
HIT110 Medical Terminology	3

Semester Total.....7

#### Fall Semester

COURSE	SEMESTER HOURS
MLA230 Medical Law and Ethics (8 WEEKS)	1
MLA150 Basic Administrative Procedures for the Medical Assistant (8 WEEKS)	3
MLA171 Medical Assistant Clinical I (8 WEEKS)	3.5
CIS110 Business Information Systems	3
PSY100 Introduction to Psychology	3

Semester Total.....13.5

#### Spring Semester

COURSE	SEMESTER HOURS
MLA210 Laboratory Procedures for the Medical Assistant (8 WEEKS)	4
MLA172 Medical Assistant Clinical II (8 WEEKS)	3.5
MLA220 Pharmacology for the Medical Assistant (8 WEEKS)	2

Semester Total.....9.5

#### Summer Semester

COURSE	SEMESTER HOURS
MLA298 Medical Assistant Externship (11 WEEKS)	2

Semester Total.....2



**Program Costs**

In addition to tuition and regular fees, the Medical Assistant student has the following minimum fees and expenses:

Textbooks (excluding general education courses):	\$300
Uniform/white shoes:	\$80
Stethoscope:	\$80
Physical exam, immunizations, TB testing:	per healthcare provider

***Total Estimated Costs***

***(excluding medical requirements, tuition and regular fees): \$450***

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

If you have any questions, please contact the Health Professions and Public Service office at (630) 585-7900, ext. 3900, or [lgiese@waubonsee.edu](mailto:lgiese@waubonsee.edu)

**PLEASE PRINT**

**SUBMIT THIS PAGE**

Date		<u>X-Number/SSN:</u> (Students must submit a New Student Information Form in order to be assigned an X-Number)	
Last Name	First Name	Middle Initial	
Previously Used Names			
Street Address:	Number	Street	Apt.
City	State	Zip	
Home Phone (     ) (     )		Email	
Cell Phone (     ) (     )			

**CHECK ALL THAT APPLY:**

- WCC Student
  Transfer Student
  Not currently a student
- Veteran or military service member that has current eligibility for either federal VA Education benefits or Illinois military grants [*Federal VA Education programs include: Chapter 30, 31, 33, 1606 and REAP. State grants are the Illinois Veterans Grant (IVG) or Illinois National Guard (ING)*]. **Attach a copy of your benefits Certificate of Eligibility to your application.** Our office will confirm your benefit eligibility by contacting the Waubonsee Financial Aid Office's VA School Certifying Official.
- List of courses in which you are currently enrolled:

Completed BIO260 \_\_\_\_\_ (Date)

Completed HIT110 \_\_\_\_\_ (Date)

**Application Deadline: JUNE 1**

**Submit this completed application to:**

**Health Professions and Public Service  
 Waubonsee Community College  
 2060 Ogden Avenue  
 Aurora, IL 60504  
 OR  
 Email to [lgiese@waubonsee.edu](mailto:lgiese@waubonsee.edu)**

You will receive official notice of acceptance into the program from the office of Health Professions and Public Service approximately four to six weeks after the application deadline. It is the responsibility of the applicant to make sure the following required documents are received by **Registration and Records, Waubonsee Community College, Rt. 47 at Waubonsee Dr., Sugar Grove, IL 60554-9454**. These items include:

1. Waubonsee Community College New Student Information Form
2. Transcripts from other colleges or vocational schools attended

Having paid in-district tuition rates in the past does not necessarily qualify an individual as an in-district resident. In compliance with the Illinois Public Community College Act, in-district applicants shall be given preference over out-of-district applicants.

*Waubonsee Community College does not discriminate on the basis of race, color, religion, gender, sexual orientation, age, national origin, veteran's status, marital status, disability or any other characteristic protected by law in its programs and activities. For more information on the college's nondiscrimination policies, contact the Executive Director of Human Resources at (630) 466-7900, ext. 2367; Waubonsee Community College, Route 47 at Waubonsee Drive, Sugar Grove, IL 60554- 9454.*