



2018-19

Medical Assisting Program Information Booklet



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College  Lake County
Connect to Your Future

About Medical Assisting

The Medical Assisting Program prepares students to work as Medical Assistants in a variety of settings. The goal of this program is to prepare competent entry level medical assistants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains. Medical Assistants perform administrative and clinical tasks to keep the offices of physicians, chiropractors and other health professionals running smoothly. The tasks vary by office and specialty area. In smaller offices, Medical Assistants are usually generalists, providing both administrative and clinical support. In larger practices, Medical Assistants often specialize in certain areas.

Administrative duties may include tasks such as scheduling and receiving patients, preparing and maintaining medical records, handling telephone calls and written correspondence, medical transcription, completing and submitting insurance claims and maintaining practice finances.

Clinical duties may include asepsis and infection control, taking patient histories and vital signs, performing first aid and CPR, preparing patients for procedures, performing electrocardiograms (ECGs), assisting the physician with examinations and treatments, performing suture removal, collecting and processing specimens, performing selected lab and diagnostic tests, administering medications (injections) and drawing blood (venipuncture). Students interested in Medical Assisting should have a sincere desire to work with patients directly in an outpatient setting and a sincere interest in wanting to help people maintain and improve their health.

The Medical Assistant role may include many of the following duties:

Rooming a patient

Taking vital signs

Assisting the physician

Answering telephones

Scheduling patient

Pulmonary Function tests

Maintain equipment

Immunizations

Staple/Suture removal

Screening check

Maintain emergency equipment

Vision & hearing tests

Schedule outpatient services

Obtain patient histories

Ear lavage

Prep patients for exams

Operate diagnostic equipment

Cast removal

Perform CPR/1st aid in emergency

Billing & bookkeeping

Drawing blood

Assisting the patients

Clean/Sterilize

Instruments

Call in Rx refills per MD

Spirometry

Maintain Medical

records

EKG

Preventative Health

Prep, stock, clean exam rooms

Coding

Patient instruction

Notify patients of lab results

Assist with minor surgery

Set up of procedures

Wound dressings

Suture/staple removal

Some advanced duties include:

- Supervision of other staff**
- Patient teaching**
- Health coach**
- Case management**
- Prep of medication for procedures**
- Train new staff**
- Perform x-ray/radiography**
- Maintain IV's (if state law permits & with special training)**
- Payroll/Accounts Payable**
- Perform marketing, financial, & strategic planning**
- Negotiate equipment contracts**
- Develop policy & procedure manuals**

Students often ask ***“What are the benefits of becoming a Certified Medical Assistant (CMA)”?***

Some of the *benefits* include:

Higher pay range. Salary Range is up to \$45,000

The CMA (AAMA) is in greater demand than ever.

More opportunities for the future

Some employers now require certification

Increased educational opportunities

Advancement to higher positions

Receive more benefits

Protects medical assistant’s right to practice

Increased recognition

State and federal laws (e.g., OSHA and CLIA)

Significant Points

***Employment is projected to grow much faster than average, ranking medical assisting among one of the fastest growing occupations through 2024.**

***Job prospects should be excellent, particularly for those with formal training or experience, and certification.**

***About 60 percent of medical assistants work in offices of physicians.**

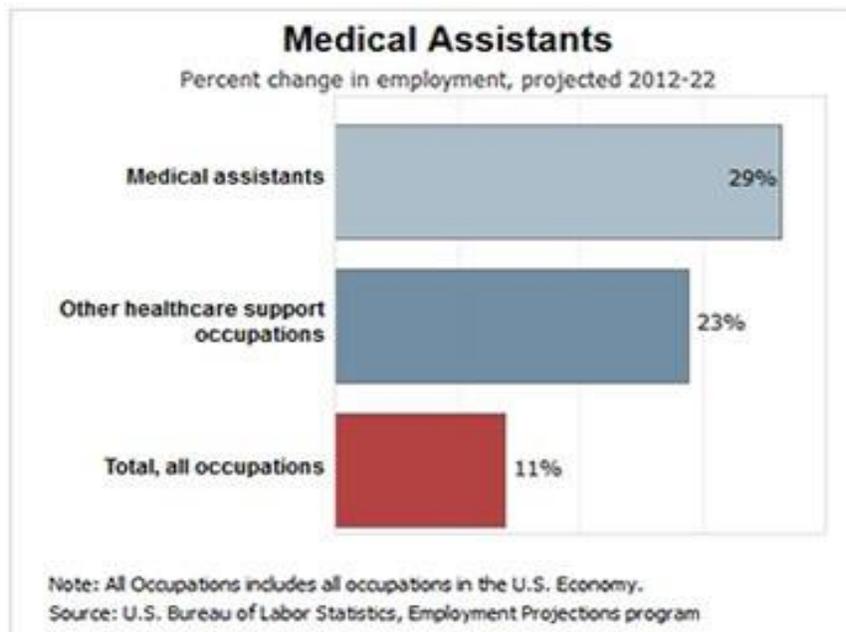
(Information obtained from www.BLS.gov and www.aama-ntl.org websites)

A Certified Medical Assistant (CMA) has achieved certification through the American Association of Medical Assistants (AAMA).

***The Medical Assisting program at the College of Lake County is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP.org) upon recommendation of the Medical Assisting Review Board (MAERB.org). This allows graduates of this program to obtain certification through the American Association of Medical Assistants (AAMA). For more information on certification, please visit the website: www.aama-ntl.org**

(For CAAHEP information, please refer to last page of booklet)

Medical Assistants in Demand!



"Employment of medical assistants is expected to grow by 29 percent from 2012 to 2022, much faster than the average for all occupations," according to the [Bureau of Labor Statistics \(BLS\), United States Department of Labor](#). That projected growth should create almost 163,000 new jobs in the profession.

The BLS offers many reasons for this continued growth--an aging Baby Boom population, expanded access to health insurance due to federal legislation, and the continued switch to electronic health records (EHRs). These factors all combine to make medical assisting such a rapidly growing profession. The BLS also notes the importance of certification for job prospects.

Steps to get started in the

Medical Assisting program

**at College of Lake County,
Lakeshore Campus**

ENROLLMENT REQUIREMENTS

- 1. Attend a Medical Assisting program Information Session within 2 years of program enrollment.**
- 2. Apply to the college.**
- 3. Submit transcripts to Admissions & Records at Grayslake campus: high school or equivalent, any college courses completed or degree). Complete credential evaluation form for college transcript - available in Admissions & Records**
- 4. Demonstrate College Reading and Writing Readiness and Basic Algebra Readiness (described in catalog or seek adviser assistance)**
- 5. Prerequisite: BIO 111 or BIO 244 and BIO 245 or equivalent transfer course with a grade of C or higher.**
- 6. Meet with an advisor to create a plan (**Interested students may take HIT 111, HIT 119, PBT 110, and PBT 115 prior to entering the program.)**
- 7. Must be at least 18 years old by start of program.**
- 8. Upon completion of above program requirements students can enroll in MOA 111 on a first come first serve basis.**

Credit for Prior Learning/Advanced Placement Policy

The College Of Lake County (CLC) recognizes that individuals may have already acquired college-level learning beyond a traditional classroom setting, which can be assessed legitimately and recognized as part of a degree program. Such learning may result from employment/work experience, professional certification, or military and other experiences. Credit for prior learning can be awarded only after the assessment of prior learning experiences and only for documented learning that demonstrates achievement of all identified learning outcomes and competencies for a specific course or courses. To be eligible, the student must be currently enrolled and in good standing at CLC or be eligible for re-admission to the college. All credit must be awarded prior to the student's last semester of enrollment. A student may not receive credit twice for a course that has been awarded through credit for prior learning.

Credits from other medical assisting schools, as well as prior work experience, are assessed at the departmental and divisional level at the college. Students seeking advanced placement will meet with the department chair to review previous educational and work experiences. Credits specific to medical assisting curriculum will be evaluated by CLC faculty and will only be accepted from other programs accredited by CAAHEP or ABHES. All other credits from previous institutions will be evaluated by a credentials analyst from the Office of Admissions and Records.

The College Of Lake County also offers challenge exams as a way to demonstrate achieved learning outcome. Students must meet with department chair to discuss this option. The recommended scores for awarding credit will be based on a collaborative decision by faculty from the department and division.

Finally, The College Of Lake County has an articulated credit agreement with the Lake County High Schools Technology Campus for MOA 111. To earn articulated credit, high school students must earn a letter grade of "B" or better in their high school course. Articulated credit does not grant a letter grade on the CLC transcript but will instead post with a "T" to indicated that the course has been successfully completed. Articulated credit does not count in the CLC grade point average. This articulated credit allows students to complete a degree or certificate more quickly but the credits will not be accepted for transfer to other colleges.

MEDICAL ASSISTING CURRICULUM-PLANNING

Certificate Requirements:

___HIT111 Medical Terminology	3 credits
___HIT119 Pharmacology	1 credit
___BIO111 Human Form & Function	4 credits
___MOA112 Medical Office Billing& Basics	4 credits
___MOA111 Medical Assisting I	<u>4 credits</u>
	16 credits
___PSY121 Intro to Psych	3 credits
___AOS112 Computer Basics/Software App <u>OR</u> CIT120 Intro to computers	3 credits
___PBT110 Intro to Lab	2 credits
___PBT115 Phlebotomy	2credits
___MOA115 Insurance coding for MA	3 credits
___MOA211 Medical Assisting II	<u>4 credits</u>
	17 credits
___MOA212 Externship *	3 credits

***MOA212 externship is daytime course only**

Additional courses for AAS degree:

___ Communication Elective (CMM111, 121, 123, or 128)	3 credits
___ ENG121 English Comp I or ENG120 Technical Comp I	3 credits
___ Humanities or Fine Arts elective	3 credits
___ CIT111 Comprehensive Spreadsheet OR CIT112 Comprehensive Database OR CIT119 Intro to office Software	3 credits
___ MA elective	6 credits
___ MA elective	
___ Elective	<u>6 credits</u>
___ Elective	
	24 credits
	TOTAL: 60 credits

**Need a grade of C or better in MOA, PBT, HIT and
BIO courses; must maintain a 2.0 GPA**

POLICY ON PROGRAM COMPLETION/WITHDRAWAL

Students are responsible for adhering to the course schedule set up by the department chair. Students who wish to change their schedule must seek advisement from the chair to determine an acceptable alternative. Since MOA courses have enrollment limits, a change in schedule may affect the students' ability to enroll when desired, or the students' ability to graduate on time. If a student has been out of the program for more than two years, prior completed coursework may need to be repeated.

Students must earn a minimum grade of "C" in all MOA, HIT, PBT, and BIO courses listed to continue in and graduate from any of the certificate or degree programs (including the Healthcare Office Assistant). In addition, students must maintain a CLC GPA of 2.0 or higher. If the minimum grade is not achieved, the course must be retaken to receive a "C" or better before taking the next course in sequence. MOA courses may be repeated only once.

COHORT SCHEDULE

Spring Cohort*- evening MOA courses:

Semester 1 (*spring*): MOA 111, MOA 112

Semester 2 (*fall*): MOA 211, MOA 115

Semester 3 (*spring*): MOA 212- **daytime ONLY**

Fall Cohort-daytime MOA courses:

Semester 1 (*fall*): MOA 111, MOA 112

Semester 2 (*spring*): MOA 211, MOA 115

Semester 3 (*summer*): MOA 212- **daytime ONLY**

*Cohort= group that remains together through sequence of courses.

Courses that can be taken ahead:

BIO 111, HIT 111, HIT 119, CIT 120, PSY 121, PBT 110, PBT115

About the MOA Externship

Background check, drug screen, health screening, CPR certification needs to be completed before externship.

CRIMINAL BACKGROUND CHECK

The Health Care Worker Background Check Act requires health care facilities to conduct a criminal background check on workers who provide direct patient care, and prohibits the employment of individuals who have been convicted of certain offenses. Because the clinical sites require criminal background checks on students, all students who have enrolled in the Medical Assisting Program at the College of Lake County must complete a criminal background check as a condition of completing the professional practice experience. It is the student's responsibility to pay for the background check.

DRUG SCREEN

All students who are enrolled in the Medical Assisting Program at the College of Lake County must successfully pass a urine drug screen as a condition of completing the professional practice experience. Authorization for the drug screen shall be furnished by the student and the student shall be responsible for the required fees. Drug screens conducted prior to this request will not be accepted and must be repeated.

HEALTH STATUS POLICY

Students admitted to the health career programs, including Medical Assisting, are required to submit documentation that they have complied with the program's health requirements prior to participating in the externship portion of their education. MOA students are required to have a physical examination performed by a health care practitioner and the record submitted to the CLC Health Services department. The medical history and physical examination must demonstrate that the student is capable to carry out the responsibilities he/she will be required to perform at the affiliation site. In addition to a physical examination, students are required to have a CBC, Urinalysis, Hepatitis A & C titres, Hepatitis B, Influenza, Mantoux 2-step test and demonstrate proof of immunity to measles and rubella and possibly a blood test for Varicella titre. Also, you must have evidence of an immunization to Td (Tetanus/diphtheria) within the past 10 years. Some affiliation sites may have additional requirements for students.

MOA students with health conditions or problem(s) such as chronic disease, pregnancy, disability, or those with temporary illnesses or injuries, should notify the MOA department chairperson of his/her condition as soon as possible. Each student's health problem will be considered individually and a determination made as to whether the student may continue in the program and at what level. Decisions on affiliations may also be affected by health status.

CPR REQUIREMENT

All students are CPR required to present evidence of current CPR certification, Health Care Provider (Professional Rescuer). This certification must be updated 2 yrs. (American Health Association) or Yearly (American Red Cross) to meet clinical agency requirements. You will be responsible for presenting this evidence to your instructor. This requirement can be met by taking CLC Health Care Provider CPR Course.

College of Lake County Health Requirements for the Medical Assisting Program

TB 2-Strep	\$7
Hepatitis A Titre	\$20
Hepatitis B (Series of 3)	\$44
Hepatitis B Titre	\$33
(prefer quantitative antibody)	
Hepatitis C Antibody	\$20
Measles (proof of 2)	\$74
Measles Titre	\$33
Rubella (proof of 1)	\$74
Rubella Titre	\$15
Mumps (proof of 2)	\$74
Mumps Titre	\$48
Tdap	\$40
CBC	\$5
Varicella Titre	\$40
HIV	\$30
MD Physical	
UA	FREE
UA Drug screening(3)	\$45

Eye exam (by provider)

Flu shot *STRONGLY RECOMMENDED*

TB TEST REQUIRED FOR ALL CONTINUING MA STUDENTS EVERY YEAR AFTER

Estimated tuition costs: \$4000 = certificate; \$5500 = degree (excluding books & supplies)

**You can find more information on the College of Lake County
Medical Assisting program at:**

www.clcillinois.edu/programs/moa

OR

contact:

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