Program Overview
Biological and Health Sciences division
Room B213, (847) 543-2042

MEDICAL ASSISTING
(Associate in Applied Science) Plan 21MD
To complete an A.A.S., students must meet general requirements detailed in the current CLC catalog. Visit www.clcillinois.edu/catalog/ (select Career Programs). All course prerequisites must be met.

Required General Education
Coursework ........................................... 16-20
BIO 111 Human Form and Function or
BIO 244 Anatomy and Physiology I and
BIO 245 Anatomy and Physiology II ...... 4-8
CMM 111 Communication Skills or
CMM 121 Fundamentals of Speech or
CMM 123 Dynamics of Small Group
Discussion or
CMM 128 Interviewing Practices............. 3
ENG 121 English Composition I or
ENG 120 Technical Composition I .......... 3
PSY 121 Introduction to Psychology........... 3
Humanities or Fine Arts Elective ............... 3

Required Medical Assisting Coursework...... 32
HIT 111 Medical Terminology .................. 3
HIT 119 Pharmacology ............................ 1
MOA 111 Clinical Medical Assisting I ....... 4
MOA 112 Basic Medical Office and
Billing Procedures .............................. 4
MOA 115 Insurance Coding for Medical
Assistants .......................................... 3
MOA 211 Clinical Medical Assisting II ..... 4
MOA 212 Medical Assisting Externship ... 3
PBT 110 Introduction to Medical
Lab Technology .................................. 2
PBT 115 Phlebotomy Techniques .......... 2
Medical Assisting Electives (see right)...... 6

Additional Required Coursework ............... 12
AOS 119 Records Management .............. 2
AOS 214 Administrative Office
Procedures ........................................ 3
BUS 115 Elements of Supervision .......... 3
HIT 113 Ethics & Legal Aspects of Medical Records .......... 2
HIT 215 Medical Science ....................... 3
HWP 240 Contemporary Health Issues .... 3
NUR 110 Nurse Assisting ....................... 7
PBT 116 Clinical Phlebotomy ................. 2
PDS 120 Self-Empowerment ................... 1
PED 228 First Aid/CPR ......................... 2
PSY 220 Lifespan Development ............... 3

Recommended Medical Assisting Electives:
AOS 119 Records Management .............. 2
AOS 214 Administrative Office
Procedures ........................................ 3
BUS 115 Elements of Supervision .......... 3
HIT 113 Ethics & Legal Aspects of Medical Records .......... 2
HIT 215 Medical Science ....................... 3
HWP 240 Contemporary Health Issues .... 3
NUR 110 Nurse Assisting ....................... 7
PBT 116 Clinical Phlebotomy ................. 2
PDS 120 Self-Empowerment ................... 1
PES 228 First Aid/CPR .......................... 2
PSY 220 Lifespan Development ............... 3

MEDICAL ASSISTING
(Certificate) Plan 21MA
AOS 119 Records Management .............. 2
AOS 214 Administrative Office
Procedures ........................................ 3
BUS 115 Elements of Supervision .......... 3
HIT 113 Ethics & Legal Aspects of Medical Records .......... 2
HIT 215 Medical Science ....................... 3
HWP 240 Contemporary Health Issues .... 3
NUR 110 Nurse Assisting ....................... 7
PBT 116 Clinical Phlebotomy ................. 2
PDS 120 Self-Empowerment ................... 1
PES 228 First Aid/CPR .......................... 2
PSY 220 Lifespan Development ............... 3

Total Hours for Certificate .................... 36-40

HEALTHCARE OFFICE ASSISTANT
(Certificate) Plan 21ME
HIT 111 Medical Terminology ................ 3
MOA 112 Basic Medical Office and
Billing Procedures .............................. 4

Total Hours for Certificate .................... 7

Typical Jobs
- Medical Assistant*
- Certified Medical Assistant (CMA)
- Clinical Assistant
- Chiropractor Assistant
- Ophthalmic Assistant
- Occupational Health Worker
- Billing Manager
- Practice Manager
- Medical Administrative Assistant
- Unit Secretary

Salary and Job Outlook
For the latest information, visit www.mynextmove.org or the Bureau of Labor Statistics online at www.bls.gov. Gainful employment data is available at www.clcillinois.edu/gainfulemployment.

Employers of CLC Graduates
- Doctors’ offices
- Urgent care centers
- Insurance companies
- Occupational health facilities
- Medical malpractice law offices
- Colleges

Clinical Externship
Students must present a current CPR and First Aid card just prior to enrolling in MOA 212. MOA 212 is a Clinical Externship and requires the student to not only attend class but to work at a contracting site for a total of 160 externship hours without compensation.
About Medical Assisting
The goal of the Medical Assisting Program is to prepare competent entry level medical assistants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains. The Medical Assisting program prepares students to work as medical assistants in a variety of settings. 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 and handling telephone calls as well as written correspondence. Other duties may include 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 and performing first aid and CPR. Other duties include preparing patients for procedures, performing electrocardiograms (ECGs) and assisting the physician with examinations and treatments. Medical assistants also perform suture removal, collect and process specimens, perform selected lab and diagnostic tests, administer medications (injections) and draw 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.

First Step: Attend an Info Session
Attendance date must be no more than two years prior to entering the program. For dates, times and locations, call (847) 543-2042 or visit www.clcillinois.edu/infosessions.

Getting Started
The Medical Assisting program is a limited enrollment program.

Entrance requirements exist to begin this program. Please see the Medical Assisting webpage www.clcillinois.edu/programs/moa for information on how to apply.

Technical standards exist for this program; visit www.clcillinois.edu/programs/moa.

FAQ
How much does the program cost?
Approximately $5,000.

How long does it take to complete?
Less than three semesters full time, three or more semesters part time.

Where is the program located?
The core Medical Assisting (MOA) and Phlebotomy (PBT) courses are offered at the Lakeshore Campus in Waukegan. Other courses are available at the Grayslake campus.

Accreditation and Certification
CLC’s certificate Medical Assisting program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) upon the recommendation of the Medical Assisting Education Review Board (MAERB). Graduates are eligible to sit for the AAMA certification examination, where, upon passing the examination, the individual earns the Certified Medical Assistant (CMA) credential.

Contact Info
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Waukegan, IL 60085

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Student Experiences
“Over the past several years, NorthShore University Health System has had many students from the College of Lake County’s Medical Assisting program perform their externships in our practices. We have gone on to hire many of these students after having very positive experiences with them while they performed their externships. We have always found them to be very well prepared for their externship experience. The students have shown proficiency in their technical skills as well as an overall level of professionalism.”

– Lisa Retherford, R.N., B.S.N., Clinical Educator, Primary Care - Medical Group in Skokie