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. Students are required to complete a background check and urine drug screen. Results of these screenings could affect program completion and future employment.

ACCREDITATION AND CERTIFICATION

The certified Medical Assisting program at the College of Lake County in Waukegan, Illinois, is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) upon the recommendation of the Medical Assisting Education Review Board (MAERB).

Commission on Accreditation of Allied Health Education Programs
25400 U.S. Highway 19 North, Suite 158
Clearwater, FL 33763
(727) 210-2350

Graduates are eligible to sit for the AAMA Certification Examination, where, upon passing the examination, the individual earns the Certified Medical Assistant (CMA) credential.

PROGRAM ENTRANCE REQUIREMENTS

- Attend a Medical Assisting program Information Session within 2 years of program enrollment.
- Apply to the college.
- Submit transcripts to the Records Office at Grayslake Campus: high school or equivalent, any college courses completed (or degree). Complete credential evaluation form for college transcript- available in the Office of Admissions.
- Demonstrate College Reading and Writing Readiness and Basic Algebra Readiness
- Meet Prerequisites: BIO 111 or BIO 244 and BIO 245 or equivalent transfer course with a grade of C or higher.
- Must be at least 18 years old by start of program.
- CLC cumulative G.P.A. is 2.0 or above.

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

EMPLOYERS

- Doctors’ offices
- Urgent care centers
- Insurance companies
- Occupational health facilities
- Medical malpractice law offices
- Colleges
**SECOND SEMESTER**  15

- **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
- **Medical Assisting Elective** 3

**THIRD SEMESTER**  17

- **MOA 115** Insurance Coding for Medical Assistants 3
- **MOA 211** Clinical Medical Assisting II 4
- **PBT 110** Introduction to Medical Lab Technology 2
- **PBT 115** Phlebotomy Techniques 2
- **PSY 121** Introduction to Psychology General Education Elective 3
- **(select from page 265-266)**

**FOURTH SEMESTER**  12

- **MOA 212** Medical Assisting Externship 3
- **AOS 112** Computer Basics/Software Application or
- **CIT 120** Introduction to Computers 3
- **CIT 111** Comprehensive Spreadsheets or
- **CIT 112** Comprehensive Database or
- **CIT 119** Introduction to Office Software 3
- **ENG 121** English Composition I or
- **ENG 120** Technical Composition I 3

**MEDICAL ASSISTING ELECTIVES**

- **AOS 119** Records Management 2
- **AOS 214** Administrative Office Procedures 3
- **BUS 115** Elements of Supervision 3
- **HIT 113** Ethical and 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 121** Self Empowerment 1
- **PED 228** First Aid/CPR 2
- **PSY 220** Lifespan Development 3

**Total Hours for A.A.S. Degree**  60-64

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**NEW COHORTS BEGIN IN THE FALL AND SPRING.**

Courses are offered in the fall (daytime) and spring (evening). Interested students may take HIT 111, HIT 119, PBT 110 and PBT 115 prior to taking MOA 111. Preference is given to residents of CLC’s district, or a community college district which does not offer a Medical Assisting program and is a member of the CAREER consortium. Students who live outside of CLC’s district but are eligible for in-district tuition because they are employed by a district employer are NOT considered residents of the district for purposes of selection into the program.

Students must earn a minimum grade of “C” in all MOA, HIT, PBT, and BIO courses listed below 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.

Students should seek the advice of the MOA faculty for course scheduling every semester.

To complete an A.A.S., students are strongly encouraged to meet with a Student Development Counselor or advisor to identify coursework that will meet degree requirements.

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**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.
MEDICAL ASSISTING A.A.S. DEGREE

www.clcillinois.edu/programs/moa

TECHNICAL STANDARDS
Students in the College of Lake County’s Medical Assisting Program must demonstrate the ability to perform or learn to perform the following essential skills:

- motor skills sufficient to perform record filing and data input tasks and be able to utilize various computer hardware and software in accomplishing operational functions related to medical assisting activities
- have full range of motion of joints, fine motor movements of the hands, ability to perform repetitive tasks and the ability to stoop, bend, twist, reach and occasionally kneel and squat
- lift and carry objects weighting up to 50 pounds
- push or pull a wheelchair, cart or gurney
- have adequate hearing which permits the individual to communicate in a rational and coherent manner with others in the English language
- examine closely images or other forms of output created by diagnostic equipment; must have color vision; must have good visual acuity for client assessment, medical checking, assisting in medical procedures, and for documentation
- demonstrate critical thinking/cognitive skills needed for problem solving and effective performance of standard medical assisting functions
- adapt effectively to environments with high stress in learning situations
- stand and walk 4 to 8 or more hours per clinical session
- acquire and apply information from classroom instruction, professional practice, independent learning and team projects
- synthesize information regarding healthcare data for formal, verbal and/or written, presentation to healthcare professionals
- follow job related logical thought processes to make judgments
- take initiative and work independently yet recognize self limitations
- demonstrate prolonged concentration skills
- cope in an appropriate manner to common job related stressful situations
- protect the confidentiality and security of health information
- meet the ethical standards of the profession.

Upon entrance, students must be able to perform the essential functions of the curriculum and meet the standards described herein for the program.

Note: This program is based at the Lakeshore (Waukegan) Campus. However, non-MOA courses may be offered only at the Grayslake Campus.

CONTACT INFO
Grayslake Campus
19351 W. Washington St.
Grayslake, IL 60030

Lisa Fasano, RHIT, CMA (AAMA)
Department Chair/Instructor
Room: S303 (Lakeshore Campus)
(847) 543-2176
lfasano@clcillinois.edu

Biological and Health Sciences
(847) 543-2042

CLC is committed to maintaining an environment free from harassment and discrimination for everyone and does not discriminate on the basis of race, sex, national origin, religious, sexual orientation, gender identity or expression, or any other protected status. Responsibility for coordination of compliance efforts and receipt of inquiries has been delegated to the Dean of Student Life, 19351 W. Washington St., Grayslake, IL 60030, (847) 543-2870.