

www.clcillinois.edu/programs/moa

A.A.S. PROGRAM OVERVIEW

**Biological and Health Sciences Division
Room B213 (847) 543-2042**

**Degree: Associate in Applied Science,
Medical Assisting
Plan 21MD**

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 program trains students to work as Medical Assistants in a variety of settings. Medical Assistants provide routine 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 include tasks such as scheduling and receiving patients, preparing and maintaining medical records, handling telephone calls and written correspondence, medical transcription, 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).

Graduates of the Medical Assisting Program may seek employment in various settings such as doctors' offices, clinics, occupational health facilities/programs, lawyers' offices specializing in medical malpractice, urgent care centers, and hospital outpatient departments. Medical Assistants are employed in a variety of medical specialties including but not limited to: KINiatrics, Internal Medicine, Family Practice, Occupational Health, General Surgery, Obstetrics and Gynecology, Oncology, and Gastroenterology.

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 (www.caahep.org) 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 (see pages 12-15) or seek advisor assistance)
- 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.

It is recommended that students meet with an advisor to create a plan. Interested students may take HIT 111, HIT 119, PBT 110, and PBT 115 and MOA 115 prior to entering the program.

Upon completion of above program requirements students can enroll in MOA 111 on a first come, first served basis.

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

LOCATION

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

Grayslake • Vernon Hills • Waukegan • Online

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, MOA 115, 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.

FIRST SEMESTER 16-20

BIO 111	Human Form and Function <i>or</i>	
BIO 244	Anatomy and Physiology I <i>and</i>	
BIO 245	Anatomy and Physiology II	4-8
CMM 111	Communication Skills <i>or</i>	
CMM 121	Fundamentals of Speech <i>or</i>	
CMM 123	Dynamics of Small Group Discussion <i>or</i>	
CMM 128	Interviewing Practices	3
	Medical Assisting Elective	3
	General Education Elective (select from page 225-226)	3
	Humanities or Fine Arts Elective	3

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	3
	General Education Elective (select from page 225-226)	3

FOURTH SEMESTER 12

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

MEDICAL ASSISTING ELECTIVES

AMT 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
KIN 228	First Aid/CPR	2
PSY 220	Lifespan Development	3

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

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.

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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.

CERTIFICATE PROGRAM

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MEDICAL ASSISTING (Certificate) Plan 21MA

FIRST SEMESTER	14-18
AMT 112 Computer Basics/Software Applications <i>or</i>	
CIT 120 Introduction to Computers	3
BIO 111 Human Form and Function <i>or</i>	
BIO 244 Anatomy and Physiology I <i>and</i>	
BIO 245 Anatomy and Physiology II	4-8
HIT 111 Medical Terminology	3
PBT 110 Introduction to Medical Lab Technology	2
PBT 115 Phlebotomy Techniques	2
SECOND SEMESTER	12
MOA 111 Clinical Medical Assisting I	4
MOA 112 Basic Medical Office and Billing Procedures	4
HIT 119 Pharmacology	1
PSY 121 Introduction to Psychology	3
THIRD SEMESTER	7
MOA 115 Insurance Coding for Medical Assisting	3
MOA 211 Clinical Medical Assisting II	4
FOURTH SEMESTER	3
MOA 212 Medical Assisting Externship	3
Total Hours for Certificate	36-40

CONTACT INFO

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