

MEDICAL ASSISTING

A Medical Assisting Program prepares students to assume the role of a Medical Assistant in a variety of healthcare settings including outpatient or ambulatory care facilities, such as medical offices and clinics. Medical Assistants perform administrative and certain clinical duties under the direction of a physician. Administrative duties may include scheduling appointments, maintaining medical records, billing, and coding information for insurance purposes. Clinical duties may include taking and recording vital signs and medical histories, preparing patients for examination, drawing blood, and administering medications as directed by a physician.

The Medical Assisting Program at Elgin Community College strives to provide a well-rounded education for students looking to enter the healthcare field. This program will provide a personalized learning environment that will equip students to use critical thinking, professionalism and compassionate hands on care.

The purpose of this program is to prepare competent entry-level medical assistants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.

Entrance Requirements

- Reading: Grade of C or better in RDG 091 or LTC 099, or satisfaction of other placement criteria.
- Writing: Grade of C or better in ENG 098 or LTC 099 or satisfaction of other placement criteria.
- Math: Grade of C or better in MTH 098 or MTH099 or satisfaction of other placement criteria.

Program Requirements

Students must complete all required courses with grades of C or better to be eligible for graduation. Students must provide their own uniforms from the ECC bookstore, blood pressure cuff, stethoscope, and transportation to and from all clinical sites.

Policies and Procedures

Students applying to health professions programs must provide a valid Social Security number for a background check. Any student demonstrating a positive background check will be denied admission to any health professions program. A valid Social Security number is also needed to apply for licensing/certification exams.

Prior to the first day of class, students must have the following documentation on file with the CastleBranch requirement tracking system: negative drug test results, negative background check, completed medical form, proof of immunizations/titer results including the covid19 vaccine, proof of health insurance coverage, and proof of American Heart Association Basic Life Support (BLS) for healthcare providers CPR certification.

Health professions students will be required to update their drug test, TB test/TB survey, and required vaccine information on an annual basis. Any student demonstrating a positive drug test will be dismissed from the Health Professions Division.

- Collect medical histories and be the liaison between the patient and medical provider using clear and effective communication skills
- Organize and assist in patient care throughout the ambulatory care setting
- Maintain administrative and clinical records using an electronic health record system

- Communicate and perform within medical law and ethics
- Demonstrate proper protective practices
- Demonstrate knowledge in medical billing, coding, insurance, referral management and office bookkeeping
- Perform phlebotomy, collect patient specimens, process and transport specimens
- Perform and assist the physician with procedures and testing using proper technique
- Prepare and administer injections including immunizations
- Perform electrocardiograms
- Communicate physician instructions to patients including health maintenance and disease prevention
- Maintaining office and medical equipment
- Apply concepts of human anatomy, physiology, medical terminology and basic pharmacology
- Effectively demonstrate and perform the knowledge, skills and behavioral competencies of the medical assisting profession as outlined by the CAAHEP
- Demonstrate skills in resume writing, interview techniques and professionalism in a medical setting
- The student will be prepared to take and pass a certification exam at the completion of the program courses

Medical Assisting-Vocational Specialist

Course	Title	Credit Hours
First Semester		
HPE 112	Intro to Medical Terminology	3
MED 101	Intro to Medical Assisting	2
MED 110	Medical Billing and Coding	3
CMS 210 or CMS 215	Interpersonal Communication or Intercultural Communication	3
Total		11
Second Semester		
MED 120	Medical Asst Patient Care Skills	5
MED 130	Medical Asst Clinical Procedures	4
CLT 101	Phlebotomy	3
Total		12
Third Semester		
MED 140	Medical Assisting Externship	5
MED 150	Medical Assisting Capstone	2
Total		7
Program Total		30

Medical Assisting Courses

All MED courses numbered 100 and above may be applied to the major field and elective requirement for the Associate in Arts and Associate in Science degrees.

MED 101 Intro to Medical Assisting (2) 2,0

Students will learn the administrative role of the medical assistant. Units on HIPAA, ethics, clerical skills, scheduling, communication, health information management, and OSHA will also be covered. Students will also shadow a certified medical assistant for 8 hours. Proficiency Credit: Not Available Pass/No Credit: Not Available

SPECIAL NOTE: Students enrolled in this program are required to have the following: 1) criminal background check, 2) drug test, 3) physical exam, 4) lab tests to prove immunity to common illnesses, 5) TB test, 6) health insurance, 7) uniform, 8) social security card 9) Basic Life Support (BLS) Healthcare Provider CPR certification 10) fully vaccinated for COVID-19..

In-District Tuition/Fees: \$364 (effective 2022/23 academic year)

In-district tuition rates are subject to change based on Board approval.

Prerequisite: Admission into the Medical Assisting Program

Semester(s) Offered: Fall

MED 110 Medical Billing and Coding (3) 3,0

Students will learn basic medical billing and coding including a general understanding of medical insurance. Units on billing and coding, insurance and referrals, bookkeeping, communication with patients, and administrative EMR tasks. (1.2) Proficiency Credit: Not Available Pass/No Credit: Not Available

SPECIAL NOTE: Students enrolled in this program are required to have the following: 1) criminal background check, 2) drug test, 3) physical exam, 4) lab tests to prove immunity to common illnesses, 5) TB test, 6) health insurance, 7) uniform, 8) social security card 9) Basic Life Support (BLS) Healthcare Provider CPR certification 10) fully vaccinated for COVID-19..

In-District Tuition/Fees: \$546 (effective 2022/23 academic year)

In-district tuition rates are subject to change based on Board approval.

Prerequisite: Admission into the Medical Assisting Program

Semester(s) Offered: Fall

MED 120 Medical Asst Patient Care Skills (5) 2,6

Students will learn the clinical role of medical assistant. Units on human body systems and functions, chronic conditions and treatments, rooming a patient, pharmacology, and medication administration. (1.2) Proficiency Credit: Not Available Pass/No Credit: Not Available

SPECIAL NOTE: Students enrolled in this program are required to have the following: 1) criminal background check, 2) drug test, 3) physical exam, 4) lab tests to prove immunity to common illnesses, 5) TB test, 6) health insurance, 7) uniform, 8) social security card 9) Basic Life Support (BLS) Healthcare Provider CPR certification 10) fully vaccinated for COVID-19..

In-District Tuition/Fees: \$660 (effective 2022/23 academic year)

In-district tuition rates are subject to change based on Board approval.

Prerequisite: Grade of C or better in MED 101 and MED 110

Semester(s) Offered: Spring

MED 130 Medical Asst Clinical Procedures (4) 2.5,3

Students will learn the clinical role of a medical assistant. Units on clinical procedures, infection control, CDC regulations, first aid, medical equipment and maintenance, and clinical documentation in an EMR. Proficiency Credit: Not Available Pass/No Credit: Not Available

SPECIAL NOTE: Students enrolled in this program are required to have the following: 1) criminal background check, 2) drug test, 3) physical exam, 4) lab tests to prove immunity to common illnesses, 5) TB test, 6) health insurance, 7) uniform, 8) social security card 9) Basic Life Support (BLS) Healthcare Provider CPR certification 10) fully vaccinated for COVID-19..

In-District Tuition/Fees: \$528 (effective 2022/23 academic year)

In-district tuition rates are subject to change based on Board approval.

Prerequisite: Grade of C or better in MED 101 and MED 110.

Semester(s) Offered: Spring

MED 140 Medical Assisting Externship (5) .5,13.5

Students will participate in 160 hours of externship in a healthcare facility to enhance their administrative and clinical skill. (1.2) Proficiency Credit: Not Available Pass/No Credit: Not Available

SPECIAL NOTE: Students enrolled in this program are required to have the following: 1) criminal background check, 2) drug test, 3) physical exam, 4) lab tests to prove immunity to common illnesses, 5) TB test, 6) health insurance, 7) uniform, 8) social security card 9) Basic Life Support (BLS) Healthcare Provider CPR certification 10) fully vaccinated for COVID-19..

In-District Tuition/Fees: \$660 (effective 2022/23 academic year)

In-district tuition rates are subject to change based on Board approval.

Prerequisite: Grade of C or better in MED 130 and MED 120.

Semester(s) Offered: Summer

MED 150 Medical Assisting Capstone (2) 2,0

In this course students will prepare for the RMA exam, as well as develop a resume and practice interviewing skills. (1.2) Proficiency Credit: Not Available Pass/No Credit: Not Available

SPECIAL NOTE: Students enrolled in this program are required to have the following: 1) criminal background check, 2) drug test, 3) physical exam, 4) lab tests to prove immunity to common illnesses, 5) TB test, 6) health insurance, 7) uniform, 8) social security card 9) Basic Life Support (BLS) Healthcare Provider CPR certification 10) fully vaccinated for COVID-19..

In-District Tuition/Fees: \$264 (effective 2022/23 academic year)

In-district tuition rates are subject to change based on Board approval.

Prerequisite: Grade of C or better in MED 130 and MED 120

Semester(s) Offered: Summer