



MEDICAL ASSISTANT (420)

Associate of Applied Science

ABOUT OUR PROGRAM

The Associate Degree of Applied Science in medical assisting has been set up to meet accreditation standards of the CAAHEP (Commission of Accreditation of Allied Health Education Programs) adopted by the American Association of Medical Assistants and the Commission on Accreditation of Allied Health Education. While the CAAHEP has not yet credentialed the program, accreditation is currently in progress.

NATURE OF WORK AND EMPLOYMENT

Demand for medical assistants is expected to far exceed supply in the next few years. In fact, locally, there is already a shortage of these workers, as reported by local human resource executives. These workers are highly desirable in clinic settings, with multiple technical skills which provide flexibility to clinical managers and frees up nursing staff for higher level activities. Statewide projections are also dramatically good for this occupational group, with most employment occurring in physician's offices, hospitals, and offices of other health care providers (nurse practitioners, etc.).

SPECIAL CONSIDERATIONS

Students entering the health care professions (i.e. nursing, medical assistant, emergency medical assistant) must have a positive attitude about the importance of the work that they are being prepared to do. In part, a professional attitude involves personal integrity, the use of positive communication techniques, flexibility in regards to clinical assignments, and taking on a leadership role when necessary.

PROGRAM CONTACTS

Call Highland at 815-235-6121 for the following program contacts:

- Donna Kauke, NNP-BC, MSN, RN, Associate Dean, Nursing/Allied Health, 815-599-3688
- Ms. Alicia Kepner, CMA, Medical Assistant Coordinator, 815-599-3682
- Ms. Cassie Mekeel, B.S., Nursing/Allied Health Coordinator & Learning Specialist, 815-599-3679
- Heather Moore, Medical Assistant Student Advisor, 815-599-3512
- Ms. Barb Merhley, M.S.N., Instructor, 815-599-3439
- Ms. Patti Jackson, CMA, Instructor, 815-599-3882

TO BE CONSIDERED FOR THE PROGRAM, STUDENTS MUST HAVE:

1. A GED certificate or high school diploma and official, final high school transcript must be on file with the HCC Admissions Office.
2. Nelson Denny Reading Assessment, score of 13 or higher*
3. The student's Grade Point Average (GPA) must be a 2.5 overall.
4. Prerequisite Courses: Some courses may be in progress at the time of application. Students are not admitted until all prerequisite courses are completed. All courses must be completed with at least the grade of "C" (2.0).
5. HCC placements test results indicating that the applicant does not need any reading development course, does not need any math course below MATH 162, and does not need any English communication course below ENGL 121. Successful completion of appropriate courses will satisfy any deficiencies identified by placement tests.
6. Transcripts from all colleges attended must be submitted to the Admissions Department and the Nursing Department.

*Nelson Denny scores are tentative and subject to change.

ADMISSION TO THE MEDICAL ASSISTANT PROGRAM

Students must see their student advisor to register for any medical assistant courses.

1. A Request for Admittance into the MA Program must be received by April 1 by the Nursing/Allied Health Coordinator to be considered for admission to the nursing program and indicating the fall semester he/she wishes to begin the core MA curriculum.
2. When the Request for Admittance is received and all prerequisite courses are completed and entrance exam results are on file, the selection committee (Associate Dean of Nursing/Allied Health and MA Faculty) will make the decision regarding admission. This occurs only at the end of the spring semester. The applicant will be notified of the committee's decision by U.S. Mail. Incomplete folders will not be reviewed.
3. Applicants are ranked according to a point system. Points are awarded in the manner shown in the column on the next page.
4. Applicants who are not selected may reapply the succeeding year, but need to attend an additional information session to hear about new changes. Individuals may take the entrance exam up to two (2) times per application year.
5. All individuals are welcome to apply for the Highland



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Community College Medical Assistant Program, but we accept all in-district students who qualify and meet our criteria first. If there is room left, out-of-district applicants will be reviewed for admittance into the program. For the MA program, in-district is defined as “students who meet the residency requirements and/or work 20 or more hours a week in our district.”

6. Readmission: Applicants who are admitted into the medical assistant program, but do not complete the program in the normal sequence, may request a second chance contract which gives students the option to withdraw and come back the following year to pick up where they have left off. This option is only available one time and the decision is made by the selection committee on what they feel best meets the needs and abilities of the candidate.

Point System Grid

Category	Exceptional Suitability for Medical Assisting	Adequate Suitability for Medical Assisting	Marginal Suitability for Medical Assisting
Grade Point Average	≥ 3.0	2.5 - < 3.0	≤ 2.5 Will not be considered
Nelson Denny	≥ 14**	13**	≤ 12 Will not be considered
Personal Statement	Clear, well written, articulates awareness of medical assisting as a profession and his/her potential contribution	Understandable, written with some grammatical errors, with some understanding of medical assisting as a profession and his/her potential contribution	Poorly written, with multiple grammatical errors, and a limited awareness of medical assisting as a profession and his/her potential contribution
Service to Others	> 1 year commitment to volunteer activities post high school	< 1 year commitment to volunteer activities post high school	No volunteer activities post high school
Letters of Recommendation	Letters reflect qualities desirable in medical assisting (hard worker, caring, empathetic, etc.) with examples of these characteristics		Letters reflect general statements without examples of qualities

Program Prerequisite Courses

16 Credit Hours

BIOL	120	Foundations of Anatomy and Physiology	5
ENGL	121	Rhetoric & Composition I	3
LIBS	199	First Year Experience Seminar	2
PSY	161	Introduction to Psychology	3
SPCH	191	Fundamentals of Speech Communication	3

Program Support Courses

21 Credit Hours

BUSN	141	Business Communications	3
INFT	180	Introduction to Information Systems	3
ITHC	101	Medical Terminology I	1
ITHC	102	Medical Terminology II	1
ITHC	103	Medical Terminology III	1
ITHC	201	Medical Coding	8
OFFT	255	Office Procedures	4

Core Curriculum

27 Credit Hours

BIOL	103	Pharmacology	1
ITHC	155	Medical Transcription	2
NURS	095	Phlebotomy Techniques	3
NURS	120	Medical Assistant Clinical Procedures I	4
NURS	121	Medical Assistant Clinical Procedures II	6
NURS	122	Medical Assistant Seminar	2
NURS	123	Medical Assistant Externship	6
NURS	289	Legal and Ethical Issues of Health Care	3

Total Hours:

64