



CERTIFIED MEDICAL ASSISTANT

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 will be applied for in 2011.

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 for the following program contacts:
 Dr. Shannon Lizer, Director of Nursing, 815-599-3434
 Ms. Cassie Mekeel, B.S., Nursing/Allied Health Coordinator & Learning Specialist, 815-599-3679
 Ms. Cecilia Gloden, Student Advisor, 815-599-3512
 Ms. Barb Merhley, M.S., Instructor, 815-599-3439

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. Submission of 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.

Program Prerequisite Courses

16 Credit Hours

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

Core Curriculum

48 Credit Hours

* BIOL	104	Pharmacology	3
* BUSN	141	Management Communications	3
* INFT	180	Introduction to Information Systems	3
NURS	095	Phlebotomy	3
NURS	100	Medical Terminology I	1
* NURS	101	Medical Terminology II	1
* NURS	102	Medical Terminology III	1
* 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
* ITHC	201	Medical Coding	8
* OFFT	255	Office Procedures	4

Total Hours:

64