

## Medical Assistant - Diploma

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In less than one year, you can have a rewarding job in health care. Apply a variety of medical procedural functions on patients who need your compassion.

Admissions standards apply to this program. Please contact the Enrollment Services for more details.

Instructor/Coordinator  
(319) 208-5000 ext. 5213  
dshaffer@scciowa.edu  
AAS, Mt. St. Clare College  
ADN, Southeastern Community College

- ACT reading score of 19, SAT reading score of 510, or Next-Gen ACCUPLACER reading score of 248.
- ACT numerical score of 19 or ALEKS math score of 14 or higher.
- Standardized placement scores must be current (completed within 24 months) at time of enrollment.
- Satisfy "Essential Functions" guidelines.
- Students will be required to pass a mandatory background check.
- Students will be required to submit (at their own expense) a completed physical examination form and immunizations.
- Current certification in Basic Life Support-Healthcare Provider\*\*.
- Current certification of Mandatory Reporter-Adult & Child\*\*.
- Return of Handbook consent forms as directed in orientation.

\*\* Each of the certifications can be obtained at Southeastern Community College. Students should work with an enrollment specialist for the appropriate courses and dates to obtain these certifications.

All health career programs require students to earn a grade of "C" (2.0) or above in all coursework within the program. All other eligibility requirements must be met.

### Where will this take me?

Medical Assistant  
Medical Records Manager  
Medical Secretary

### Instructor and Staff

Megan Massner  
Instructor  
(319) 208-5000 ext. 5203  
mmassner@scciowa.edu  
Diploma, Southeastern Community College

Deb Shaffer

*Southeastern Community College values diversity in all its forms. Please visit [http://www.scciowa.edu/\\_resources/docs/scc-nondiscrimination-statement.pdf](http://www.scciowa.edu/_resources/docs/scc-nondiscrimination-statement.pdf) to view our nondiscrimination statement.*

*For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit SCC's financial aid website at <http://www.scciowa.edu/admissions/costaid/finaid/gainemp.aspx>*

## West Burlington Campus

### Program Requirements

Fall Semester I		Credit
BIO-163	ESSENTIALS OF ANATOMY AND PHYSIOLOGY	4
HSC-114	MEDICAL TERMINOLOGY	3
MAP-121	ADMINISTRATIVE PROCEDURES I: MEDICAL OFFICE	4
MAP-139	INTRODUCTION TO ELECTRONIC HEALTH RECORDS	2
MAP-364	CLINICAL PROCEDURES FOR MEDICAL OFFICE I	7
MAP-431	HUMAN RELATIONS	1
Spring Semester I		Credit
HIT-211	BASIC MEDICAL INSURANCE & CODING	3
MAP-122	ADMINISTRATIVE PROCEDURES II: MEDICAL OFFICE	3
MAP-369	CLINICAL PROCEDURES FOR MEDICAL OFFICE II	7
MAP-370	SPECIALTY PROCEDURES	4
MAP-401	MEDICAL LAW AND ETHICS	1
MAP-532	HUMAN BODY: HEALTH AND DISEASE	3
Summer Semester		Credit
MAP-602	CLINICAL EXTERNSHIP SEMINAR	1
MAP-615	CLINICAL EXTERNSHIP	5
Program Total.....		48-48