#### West Burlington Campus

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.

The Healthcare Assistant Program can begin your healthcare career in the medical office. You will be introduced to administrative and clinical based skills in the medical clinic setting. The program will incorporate competencybased learning outcomes. Students will learn to develop communication and interpersonal skills to interact with patients effectively, obtain knowledge on general office policies and procedures, confidentiality, and legal concepts. Rooming patients, obtaining medical history, height, weight and vital signs will also be taught.

\*Health professions student outcomes are available on the Consumer Information page.

Admissions standards apply to this program. Please contact the Student Support Center for more details.

### **Admission Requirements**

\*\*Certifications may be obtained at Southeastern Community College. Students should work with a Student Success Advocate 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.

#### Instructor and Staff

Anne Abel Instructor - Medical Coding & Billing (319) 208-5293 aabel@scciowa.edu

Megan Massner Instructor - Medical Assistant (319) 208-5203 mmassner@scciowa.edu

Kara Schreiner

Medical Assistant Instructor / Program and Practicum Coordinator (319) 208-5213 kschreiner@scciowa.edu

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# **Program Requirements**

Fall I		Credit
HSC-114	Medical Terminology	3
MAP-401	Medical Law and Ethics	1
MAP-431	Human Relations	1
MAP-101	Healthcare Assistant	3
Semester Total		
Program Total		