

# Medical Assistant - Diploma

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West Burlington Campus

## Program Information

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

## Admission Requirements

Students must meet all of the following criteria to be accepted into the Medical Assistant Program:

- High school diploma or equivalency.
- Students must complete one of the following standardized tests in Math and Reading and attain the minimum scores listed below:
  - ACT
    - Reading: 19
    - Math: 19
  - SAT
    - Reading/Writing: 330
    - Math: 510
  - Next-Gen ACCUPLACER:
    - Reading: 248 or greater
  - ALEKS:
    - Math: 14 or greater
- Standardized placement scores must be completed within 24 months at the time of review for acceptance.
- Completion of the required meeting with the Student Advocate.

## Additional Requirements

- 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 for health care providers.
- Current certification in CPR-Basic Life Support for Healthcare Providers\*\*.
- Current certification in Mandatory Reporter-Adult & Child Abuse\*\*.
- Satisfy "Essential Functions" guidelines.
- Return of Handbook consent forms as directed in orientation.

*\*\*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.

For more information, view the [Medical Assistant Program Handbook](#).

## Disclosures

The Southeastern Community College Medical Assistant program is accredited by the Commission on Accreditation of Allied Health Education Programs ([www.caahep.org](http://www.caahep.org)) upon the recommendation of the Medical Assisting Education Review Board (MAERB).

Commission on Accreditation of Allied Health Education Programs  
Telephone: (727) 210-2350  
[www.caahep.org](http://www.caahep.org)  
Medical Assisting Education Review Board  
2339 N. California Ave.  
#47138  
Chicago, IL 60647  
Telephone: (312) 392-0155  
[www.maerb.org](http://www.maerb.org)

## Occupational Risks

Medical Assisting is a profession with many rewards, as practitioners can perform both administrative and clinical services, filling several roles in a variety of healthcare environments. The Bureau of Labor Statistics clearly outlines that it is a growth field, with an anticipated 18% growth from 2020 to 2030.

Medical Assistants work directly with providers and patients, with the goal of providing healthcare and ensuring patient safety. It is a position with a great deal of responsibility.

As with any healthcare position, there are certain occupational risks that come into play with being a medical

assistant, and those hazards include but are not limited to the following:

- Exposure to infectious diseases
- Sharps injuries
- Airborne and bloodborne pathogens, and biological hazards
- Chemical and drug exposures
- Ergonomic hazards from lifting, sitting, and repetitive tasks
- Latex allergies
- Stress

At the same time, there are protections set up with the Occupational Safety and Health Act (OSHA), and those protections are particularly important within a healthcare environment. OSHA has a series of standards that protect the safety of healthcare workers and patients.

## Links

- [Standards and Guidelines for the Accreditation of Educational Programs in Medical Assisting](#)
- [Admissions policies and practices](#)
- [Placement charts](#)
- [Technical standards \(pending\)](#)
- [Transfer credits](#)
- [Articulation agreements \(pending\)](#)
- [Tuition](#)
- [Fees](#)
- [Refund policies](#)
- [Clinical assignment policies \(see handbook\)](#)
- [Academic calendar](#)
- [Student grievance procedure](#)
- [Appeal process](#)
- [Criteria for successful completion \(see handbook\)](#)
- [Program outcomes \(Retention, Job Placement, Exam Passage\)](#)

For specific information regarding program rules and expectations, please view the [Medical Assistant Program Handbook](#)

## Instructor and Staff

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## West Burlington Campus

### Program Requirements

Prerequisite	Credit
BIO-163 Essentials of Anatomy and Physiology	4
Semester Total.....	4
Fall Semester I	
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
Semester Total.....	17
Spring Semester I	
HIT-211 Basic Medical Insurance and 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
Semester Total.....	21
Summer Semester	
MAP-602 Clinical Externship Seminar	1
MAP-615 Clinical Externship	5
Semester Total.....	6
Program Total.....	48