

# Healthcare Assistant Certificate

---

West Burlington Campus

## Program Information

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 competency-based 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.

\*\*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/ Coding & Billing Program  
Coordinator  
(319) 208-5203  
mmassner@scciowa.edu

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

**West Burlington Campus**

**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.....	8
Program Total.....	8