

Medical Assistant - Diploma

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.

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

Admission Requirements

- Complete and attain minimums in standardized scores within 24 months of review for acceptance into the program:
 - ACT
 - Reading: 19
 - Math: 19
 - SAT
 - Reading/Writing: 330
 - Math: 510
 - Next-Gen ACCUPLACER:
 - Reading: 248
 - ALEKS:
 - Math: 14

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.

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

Debra Shaffer
Instructor - Medical Assistant/Program Coordinator
(319) 208-5213
dshaffer@scciowa.edu

West Burlington Campus

Program Requirements

Prerequisite	Credit
BIO-163 Essentials of Anatomy and Physiology	4
Semester Total.....	4

Fall Semester I	Credit
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	Credit
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	Credit
MAP-602 Clinical Externship Seminar	1
MAP-615 Clinical Externship	5
Semester Total.....	6

Program Total..... 48