

Medical Assistant Diploma

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) 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
Medical Assisting Education Review Board
2339 N. California Ave.
#47138
Chicago, IL 60647
Telephone: (312) 392-0155
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

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

Medical Assistant Diploma

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