

# MEDICAL ASSISTING

## Diploma

### Types of jobs available:

Graduates work in offices and clinics of physicians, podiatrists, chiropractors, optometrists and other specialties.

Medical Assistants perform clinical duties such as vital signs, laboratory tests, and electrocardiograms. They draw blood, prepare and administer medication, and assist the physician. They may also perform administrative duties such as, scheduling appointments, billing, coding, and insurance.

Program graduates are working in clinics and physicians' offices throughout Nebraska or continuing their education.

### Program overview

This program offers Lincoln-classroom instruction and Web-based courses.

New students are admitted to the classroom program in the Spring and Fall quarters. New online program students are admitted only during the Spring Quarter. Online students must visit the Lincoln campus three times for competency evaluations.

Southeast Community College, in cooperation with Central Community College, provides an opportunity for students to earn an associate degree in Medical Assisting.

### For more information contact:

Kathy Zabel, Program Chair  
402-437-2756, 800-642-4075 ext. 2756, kzabel@southeast.edu

or the College Admissions Office  
Lincoln 402-437-2600, 800-642-4075 ext. 2600

## Lincoln Campus and Online

The Medical Assisting 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. Commission on Accreditation of Allied Health Education Programs, 1361 Park St., Clearwater, FL 33756, 727-210-2350.

Credit Hours Required for Graduation: 79.0  
To complete a Diploma in the Medical Assisting program, courses are generally taken in the following order.

### Medical Assisting Courses

COURSE #	COURSE TITLE	CREDIT HRS
BIOS1000	Structure and Function of the Human Body (or higher)	6.0
MEDA1101	Medical Terminology I	2.0
MEDA1102	Administrative Medical Assisting	2.0
OFFT1710	Word Applications I	4.5
MEDA1204	First Aid	2.0
MEDA1201	Medical Terminology II	3.0
MEDA1202	Communication in Allied Health	4.5
MEDA1203	Medical Law, Ethics & Bioethics for the Medical Office Employee	3.0
MEDA1205	Exam Room I	2.5
MEDA1406	Basic Pharmacology	2.0
MEDA1407	Medical Calculations	1.0
MEDA1301	Exam Room II	7.5
MEDT1161	Basic Urinalysis & Microbiology for the Office Laboratory	1.0
MEDT1171	Basic Urinalysis & Microbiology Laboratory	1.0
MEDT1181	Basic Hematology for the Office Laboratory	1.0
MEDT1191	Basic Hematology Laboratory	1.0
OFFT2440	Medical Office Procedures	4.5
OFFT2650	Computerized Medical Management	3.0
MEDA1401	**Clinical Education	8.0
MEDA1402	Senior Clinical Seminar	3.0
MEDA1404	Medical Diseases	4.5
MEDA1405	Insurance for the Medical Office	3.0
		70.0 hours

\*\*Please note: Immediately prior to enrollment in MEDA1401, students must pass the following courses during the same quarter. [MEDA1301, MEDT1161, MEDT1171, MEDT1181 & MEDT1191.]

### General Education Requirements:

Contact your program advisor to select general education course/s from each category which will meet your program's graduation requirements. See page 4 for complete list.

Written Communications		
ENGL1010	Composition I	4.5
Computer Technology		
BSAD1010	Microsoft Applications I	4.5
		9.0 hours

### Program Prerequisites:

Students entering the program must have keyboarding skills of 30 words per minute with three or fewer errors. Testing is available in the SCC Testing Center.

High school biology and other natural sciences are recommended prerequisites for Medical Assisting.

### Special Program Requirements:

1. A criminal background check will be required of each student in this program. Based on the outcome of the background check, a student may be prevented from taking certain courses, accessing certain laboratory experiences, or completing the program. A non-refundable fee of \$45 will be assessed for this CBC.
2. Students must complete a health statement before acceptance into the Medical Assisting program.
3. Students may be requested by clinical sites to take a drug test.
4. Students must pass all required courses for the program with a "C+" or higher to continue through the program.
5. A current Healthcare Provider CPR card (contact Program Chair for specific requirements) is required prior to enrolling in fourth quarter classes.

Please note: Felony convictions may prevent a graduate from acquiring certification. Contact the American Association of Medical Assistants Certifying Board for more information.

### Health Information Management Systems

Southeast Community College, in cooperation with Central Community College, provides the opportunity for students to receive an associate degree in Health Information Technology or a Diploma in Medical Coding. If interested, see the Academic Transfer program or contact

Linda Delgado at 402-437-2753, ldelgado@southeast.edu

or the Admissions Office on the Lincoln Campus.

