

Medical Assisting

Diploma

TYPES OF JOBS AVAILABLE:

Graduates work in offices and clinics of physicians, podiatrists, chiropractors, optometrists and other specialties. They answer the telephone, schedule appointments, work with billing and insurance agencies, prepare patients for examination, and assist the physician. They perform various tasks such as drawing blood, changing dressings, checking vital signs, and administering medication.

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

PROGRAM OVERVIEW

This program is offered face-to-face on the Lincoln Campus, with some Web-based courses available. Students are admitted to the program in the spring and fall quarters. The program also is offered online with three visits to the Lincoln Campus for a skills check-off. The online program admits once a year in the spring quarter and is five quarters in length.

FOR MORE INFORMATION CONTACT:

Jeanette Goodwin, Program Chair
402-437-2756, 800-642-4075 x2756, jgoodwin@southeast.edu
or the College Admissions Office
Lincoln 402-437-2600, 800-642-4075 x2600

LINCOLN CAMPUS

The Medical Assisting 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. Commission on Accreditation of Allied Health Education Programs, 1361 Park Street, 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 BLOCK OF CLASSES together. [MEDA1301, MEDT1161, MEDT1171, MEDT1181 & MEDT1191.]**

If a student has to repeat MEDA1401, the same block of classes must be repeated prior to enrollment. If any of the block classes need to be repeated, they must all be repeated in the same term prior to being placed in a medical office for Clinical experience.

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 65 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 submit to and pass drug testing.
4. Students must pass all required courses for the program with a "C+" or better to continue through the program.
5. All students must have a current CPR card - Module C, 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 associates degree in Health Information Technology or a diploma in Medical Coding.

If interested see the HIMS program or contact Linda Delgado at 402-437-2753, ldelgado@southeast.edu or the Admissions Office on the Lincoln Campus.