



Diploma

Credit Hours Required for Graduation:
Diploma: 35.0



For more information contact:

Kathy Zabel, Program Director
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

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Medical assistants are trained to work in ambulatory clinics performing numerous tasks, including checking vital signs, height and weight, drawing and testing blood, testing urine, throat and nasal swabs, injections, electrocardiograms, and infant measurements. They are trained to assist physicians with many types of procedures, including minor surgeries. Medical assistants also learn the administrative side of a medical clinic. Graduates work in many types of clinics, including family practice, cardiology, chiropractic, dermatology, endocrinology, hematology/oncology, internal medicine, pediatric, podiatry, OB-GYN, ophthalmology, optometry, pulmonology, and urology.

Program Overview

This program prepares students to become competent entry-level medical assistants in the cognitive (knowledge), psychomotor (skills) and affective (behavior) learning domains.

New students are admitted to the program each term and can complete the program on a full-time or part-time basis.

Students will complete 225 hours of supervised practicum experience in ambulatory health during the final term.

Students take the CMA (AAMA) Certification Exam prior to graduating.

An optional course is offered to help students obtain a Limited Radiographer License in Nebraska. Those students may then be able to take X-rays of the chest and extremities in a doctor's office. See back page for more information.




Top Career Options

- Certified Medical Assistant



Graduate Earnings

Recent graduates report an average starting salary of \$30,680 per year.

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, 25400 U.S. Highway 19 North, Suite 158, Clearwater, FL 33763, 727-210-2350.

Gainful Employment: Please visit www.southeast.edu/medical-assisting-gainful-employment to view important information about the educational debt, earnings, and completion rates of students who attended this program.

2019-2020 Tuition/Fee Rate Per Credit Hour	
Nebraska Resident	\$108
Out-of-state tuition/fee rate	\$129
Estimated Expenses	
Tuition/Fees	\$ 3780
Books	2430
Special Fees	1360
Tools/Supplies	0
Total: \$7,570	



Admission Requirements

1. Application to the program
2. Specific levels of math, reading, and writing placement scores.
3. Transcripts from high school, GED® or other colleges (if applicable).

To complete a Diploma in the Medical Assisting program, take 2 general education courses and the Medical Assisting courses below.

General Education Requirements-6.0 credit hours

Choose one course from two out of the six GELO areas; no two classes from the same area. See the full list of General Education courses in the SCC College Catalog.

Medical Assisting Courses

Course #	Course title	Credit hrs
HLTH1060	Comprehensive Medical Terminology	3.0
MEDA1102	Administrative Medical Assisting	2.0
MEDA1205	Exam Room 1	3.0
MEDA1206	Medical Law, Ethics, and Cultural Communication	3.0
MEDA1207	Pharmacology and Dosage Calculations	2.0
MEDA1301	Exam Room 2	4.0
MEDA1401	Practicum	5.0
MEDA1402	Senior Seminar	2.0
MEDA1404	Human Diseases	3.0
MEDA1405	Medical Insurance and Coding	2.0
		29.0 hours
Optional Limited Radiography:		
MEDA1400	Limited Radiography	3.0



Limited Radiography

The **Limited Radiography** course is offered late afternoons on Tuesdays and Thursdays. It is open to community members and current students. The focus of the course is on core X-ray information, including laboratory studies of the chest and extremities.

The class is presented live in the classroom as well as broadcast live through ZOOM as an online meeting format. Students will receive information and study tools to complete the ARRT Limited Radiographer examination.

Contact Brenda Manning at 402-437-2792 for more information.



Special Program Requirements

1. Minimum cumulative grade-point average of 2.5 required to graduate from program.
2. A current First Aid Certification and Nebraska State Medication Aide Registry are required prior to enrolling in the Practicum course.
3. A current Basic Life Support (BLS) for the Health Care Provider (HCP) by American Heart Association or CPR/AED for the Professional Rescuer or Health Care Provider by American Red Cross is required.
4. Submit a completed Health Statement to the Health Sciences Division Office, Room B4 (due during MEDA1205.)
5. 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. Please note: Misdemeanor or felony convictions may prevent a graduate from acquiring certification. (Contact the American Association of Medical Assistants Certifying Board for more information.)
6. The following are required prior to the practicum rotation: a two-step skin test for tuberculosis (and/or a chest X-ray) and an influenza immunization.
7. All MEDA and HLTH courses must be completed with a grade of 75% (C+) or higher to progress through the program.
8. Students admitted to a Health Sciences program at Southeast Community College that requires a clinical rotation at a contracted healthcare facility will be required to submit to initial drug and alcohol testing prior to the first clinical rotation. SCC will assess a non-refundable fee of \$35 to the student account.
9. Students are required to attend a mandatory program orientation on campus after registering for MEDA1102.



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 Diplomas in Medical Coding or Reimbursement Specialist.

If interested, see the Academic Transfer program or contact:
Tracy Buch at 402-437-2755, tbuch@southeast.edu

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