



## Personality + Career

Empathy, compassion, effective communication skills, and being self-driven will help you succeed in a fast-paced healthcare environment. Successful medical assistants are detail oriented and will have superior analytical, interpersonal, and technical skills. Speaking multiple languages can be a critical benefit in helping patients.

Program	What do students learn in the program?	What you'll earn!	Career Opportunities	Certificate Preparation	Required Tools, Supplies, and Uniforms
Medical Assisting	<p>Medical assistants are trained to specifically work in doctor's offices. Students learn how to perform the following administrative and clinical procedures:</p> <ul style="list-style-type: none"> <li>- appointment scheduling, patient check-in, and telehealth</li> <li>- collecting co-pays, record patient transactions, and making bank deposits</li> <li>- medical insurance and coding</li> <li>- patient billing procedures</li> <li>- obtain and record patient vital signs and body measurements</li> <li>- perform venipuncture and capillary puncture</li> <li>- test blood, urine, and other bodily fluids</li> <li>- swab noses and throats</li> <li>- administer injections</li> <li>- perform vision and hearing screenings</li> <li>- perform ear irrigations</li> <li>- assist with minor surgeries</li> </ul>	\$17.15 per hour, \$35,672 annually	Certified Medical Assistant in physician offices, outpatient clinics, and other healthcare facilities.	Students complete the Certified Medical Assistant Certification Exam (AMA) prior to graduating from the program.	<p>Drug Test Liability Insurance Background Check Scrubs Graduation Pin CMA (AAMA) Exam</p> <p>More information will be shared at program orientation.</p>



### » Your Next Steps to Choose SCC

- ▶ Schedule a Campus Visit - [southeast.edu/visit](https://southeast.edu/visit)
- ▶ Explore career options with an Admissions Counselor - [southeast.edu/admissionsadvising](https://southeast.edu/admissionsadvising)
- ▶ Apply - [southeast.edu/applynow](https://southeast.edu/applynow)

### » Paying for SCC

- ▶ Free Application for Federal Student Aid (FAFSA) - [studentaid.gov/h/apply-for-aid/fafsa](https://studentaid.gov/h/apply-for-aid/fafsa)
- ▶ Scholarships - [southeast.edu/scholarships](https://southeast.edu/scholarships)
- ▶ Payment Plan - [mycollegepaymentplan.com/southeast](https://mycollegepaymentplan.com/southeast)
- ▶ Veteran Education Benefits - [southeast.edu/veterans-services](https://southeast.edu/veterans-services)
- ▶ GAP Assistance Program - [southeast.edu/gap](https://southeast.edu/gap)
- ▶ Children of State Teammate Tuition Reimbursement Program - [southeast.edu/children-of-state-teammate-tuition-reimbursement-program](https://southeast.edu/children-of-state-teammate-tuition-reimbursement-program)



Scan this code to access the course listing

### Contact Admissions to get started!

402-437-2600, 800-642-4075 ext. 2600

✉ [admissions@southeast.edu](mailto:admissions@southeast.edu)



The first person you see at your doctor appointment is more than likely a medical assistant. Our fast-paced Medical Assisting program provides you with the skills necessary to perform a variety of skills in a physician's office. You will do everything from checking a patient in to taking their vitals to filing an insurance claim. Our graduates work in the following medical offices: family practice, allergy and asthma, cardiology, dermatology ENT, endocrinology, internal medicine, oncology, pediatrics, podiatry, OB-GYN, ophthalmology, optometry, pulmonary, urgent care, and urology.

The Medical Assisting program is accredited by the Commission on Accreditation of Allied Health Education Programs (caahp.org) upon the recommendation of the Medical Assisting Education Review Board. Commission on Accreditation of Allied Health Education Programs, 727-210-2350.

### Program Contact Information

**Kathy Zabel, Program Chair**  
402-437-2756, 800-642-4075 ext. 2756  
✉ [kzabel@southeast.edu](mailto:kzabel@southeast.edu)



# The SCC Experience

- » The SCC Medical Assisting program is flexible to meet your needs! Students can complete the program with a full-time or part-time schedule.
- » Many theory classes can be completed online. Labs and practicums are taken in-person to equip you with specific skills.
- » Practicums can be arranged in Lincoln or your hometown!
- » You will gain valuable experience in your desired field and have the option of continuing your education.



### Related Programs at SCC:

- Associate of Health Sciences
- Medical Laboratory Technology
- Pharmacy Technician
- Practical Nursing



Program	In what term do students start clinicals?	Where do students participate in clinicals?	In general, what time of day and days of the week can students expect to attend clinical?	Will the program help student secure their sites? Do students need to contact clinical sites prior to acceptance/placement?	How many clinical hours do students complete in the program?
Medical Assisting	Students complete clinicals in their last term.	Most clinicals are completed in doctor's offices in Lincoln, but can also be arranged in a student's hometown (within Nebraska).	Within the clinics hours, generally Monday - Friday, 8 a.m. - 5 p.m. Students attend clinicals a minimum of three days per week.	The clinical coordinator will place students based on required hours and availability. Students should not contact potential clinical sites. If a student wants to complete clinicals outside of Lincoln, they should talk with the program chair prior to starting classes.	225 hours - students typically complete 28, eight-hour days (some flexibility is available)

Program	Credential	Location	Credit Hours Required	Resident Cost*	Nonresident Cost *	Starting Term(s)	Number of Semesters Required-Full Time	Is Summer term required for Full Time?	Online Option	Can the program be completed entirely online?	Part-Time Option	Number of Semesters Required - Part Time	Is a Summer term required for Part Time?	Typical Class Schedule
Medical Assisting	Diploma	Lincoln	35	\$6,566	\$7,301	Fall Spring Summer	Minimum of 3 terms; Maximum of 18 months	No, unless needed for graduation	Theory classes can be taken online, but labs and practicum must be taken in-person	No	Yes, program can be somewhat self-paced, but labs must be taken in order	Dependent on student's pace.	No	Classes are taught Monday - Friday between 8 a.m. - 3 p.m. Some courses are available online. The program offers a flexible schedule, with many students taking courses 2-3 days per week.

\*Listed program costs are approximate and subject to change based on market price of books, supplies, tools, uniforms, etc. Estimated costs include tuition, fees, books, supplies, tools, uniforms, etc.