



MEDICAL ASSISTING

LINCOLN CAMPUS

Diploma

www.southeast.edu/MedicalAssisting



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, ophthalmology, and optometry. Optional courses are offered to help students obtain a Limited Radiographer License in Nebraska. Those students then may be able to take X-rays of the chest and/or extremities.

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 in the Spring and Fall quarters.

Students will complete 240 hours of supervised practicum experience in ambulatory health during the final quarter.

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



Graduate Earnings

Recent graduates report an average starting salary of \$27,144 per year.

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

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.

Equal Opportunity/NonDiscrimination Policy - It is the policy of Southeast Community College to provide equal opportunity and nondiscrimination in all admission, attendance, and employment matters to all persons without regard to race, color, religion, sex, age, marital status, national origin, ethnicity, veteran status, sexual orientation, disability, or other factors prohibited by law or College policy. Inquiries concerning the application of Southeast Community College's policies on equal opportunity and nondiscrimination should be directed to the Vice President for Access/Equity/Diversity, SCC Area Office, 301 S. 68th Street Place, Lincoln, NE 68510, 402-323-3412, FAX 402-323-3420, or jsoto@southeast.edu. This publication should not be considered a contract between SCC and any prospective student. SCC's Board of Governors reserves the right to make changes in this publication during the life of the publication and without notice. A0735 - MEDA (06/17)

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, courses are generally taken in the following order.

Medical Assisting Courses

Course #	Course title	Credit hrs
BIOS1140	Human Anatomy & Lab	6.0
HLTH1060	Comprehensive Medical Terminology	4.5
MEDA1202	Communication in Allied Health	3.0
MEDA1203	Medical Law & Ethics	3.0
MEDA1205	Exam Room 1	6.0
MEDA1406	Basic Pharmacology	2.0
MEDA1407	Medical Calculations	1.0
MEDA1102	Administrative Medical Assisting	3.0
MEDA1404	Medical Diseases	4.5
MEDA1405	Insurance for the Medical Office	3.0
MEDA1301	Exam Room 2	8.5
MEDA1401	Practicum	8.0
MEDA1402	Senior Seminar	3.0
		55.5 hours

General Education Requirements:

Take one general education course from each category below. See the General Education pages online for a complete list.

Oral Communications or Written Communications	4.5
Computer Technology	4.5
	9.0 hours

Optional for a total of 6.0 hours:

MEDA1409	Limited Radiography Prep 1	3.0
MEDA1410	Limited Radiography Prep 2	3.0

*Radiography Prep courses are open to the public with permission. Contact Brenda Manning at 402-437-2792 for more information.

Program Prerequisites:

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

Special Program Requirements:

1. Minimum cumulative GPA 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 for the Health Care Provider by American Heart Association or CPR/AED for the Professional Rescuer or Health Care Provider by American Red Cross card is required.
4. Submit a completed Health Statement to the Health Sciences Division (due during MEDA1205.)
5. A Criminal Background Check will be required of each student in this program. Based on the outcome, 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 health care facility will be required to submit to initial drug and alcohol testing prior to the first clinical rotation.
9. Students are required to attend a mandatory program orientation on campus after registering for MEDA1102.

Estimated Expenses

To determine overall costs, students should plan a budget that includes room, meals, clothing, laundry, medical care, recreation and entertainment, transportation, insurance, etc.

Nebraska Resident tuition rate is \$65.50 per credit hour. Out-of-state tuition rate is \$79.50 per credit hour.

Student fee is \$2 per credit hour. Graduation fee is \$25.

Housing is available at Beatrice and Milford campuses only. Tuition, books and fees are dependent upon classes taken.

FIRST QUARTER

Tuition And Fees	\$1,317
Books	925
Total	\$2,242

SECOND QUARTER

Tuition And Fees	\$1,215
Books	947
Special Fees	295
Total	\$2,457

THIRD QUARTER

Tuition And Fees	\$1,080
Books	300
Stethoscope/Blood Pressure Cuff	50
Special Fees	105
Total	\$1,535

FOURTH QUARTER

Tuition And Fees	\$743
Books	114
Special Fees	260
(includes CMA (AAMA) Examination fee)	
Total	\$1,117

Total Estimate For Program \$7,351

ADDITIONAL RELATED EXPENSES

Student Health Statement	\$150-300
Watch with second hand	25
Medication Aid Registry	100-325



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 or Reimbursement Specialist.

If interested, see the Academic Transfer program or contact:

Linda Cady at 402-437-2753, lcady@southeast.edu
or the College Admissions Office
Lincoln 402-437-2600, 800-642-4075 ext. 2600