



MEDICAL ASSISTING

LINCOLN CAMPUS

Diploma

www.southeast.edu/MedicalAssisting



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. Graduates work in offices and clinics of physicians, podiatrists, chiropractors, optometrists, and other specialties. Students who obtain a Limited Radiographer License in Nebraska may also 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 \$25,000 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

or Michele Saucier, Pre-health Advisor
402-437-2688, 800-642-4075, ext. 2688
msaucier@southeast.edu

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 (05/16)

Program Prerequisites:

HLTH1060	Comprehensive Medical Terminology	4.5
BIOS1140	Human Anatomy & Lab	<u>6.0</u>
		10.5 hours

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
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	<u>3.0</u>
		45.0 hours

Optional for a total of 6.0 hours:

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

General Education Requirements:

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

Oral Communications	4.5
Computer Technology	<u>4.5</u>
	9.0 hours

*Radiography Prep courses are open to the public with permission. Contact Kathy Zabel for more information.

Program recommendations:

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

Special Program Requirements:

1. Minimum cumulative grade-point average of 2.5 required to graduate from program.
2. A current First Aid Certification, Healthcare Provider CPR card and Nebraska State Medication Aide Registry are required prior to enrolling in the Practicum course.
3. Submit completed Health Statement to the Health Sciences Division (due during MEDA1205.)
4. 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.)
5. 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.
6. All MEDA courses must be completed with a grade of 75% (C+) or higher to progress through the program.
7. 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.
8. Students are required to attend a mandatory orientation on campus.

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 \$61.50 per credit hour. Out-of-state tuition rate is \$75.50 per credit hour.

Student fee is \$1.50 per credit hour. Graduation fee is \$25.

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

FIRST QUARTER

Tuition And Fees	\$1,229
Books	875
Total	\$2,104

SECOND QUARTER

Tuition And Fees	\$1,134
Books	919
Special Fees	295
Total	\$2,348

THIRD QUARTER

Tuition And Fees	\$1,008
Books	360
Stethoscope/Blood Pressure Cuff	50
Special Fees	105
Total	\$1,523

FOURTH QUARTER

Tuition And Fees	\$693
Books	105
Special Fees	160
(includes CMA (AAMA) Examination fee)	
Total	\$958
Total Estimate For Program	\$6,933

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 Diplomas 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