

# MEDICAL ASSISTING

<http://www.sandburg.edu/Academics/Degree-Certificates/Medical-Assisting/index.html>

The Medical Assistant Program is a one-year certificate that prepares students to perform administrative, clinical, and laboratory duties in a variety of health care settings. As one of the fastest growing health care occupations, medical assistants are most commonly employed in medical offices and clinics.

Their administrative responsibilities may include front office reception, billing, bookkeeping, basic correspondence, and scheduling of appointments. Clinical duties include taking medical histories, recording vital signs, collecting laboratory specimens, performing basic laboratory tests, taking electrocardiograms, and assisting the physician during the examination and treatment of patients.

## Working Conditions

Medical assistants work closely with physicians, nurses, and other health care professionals and office personnel. Although most medical assistants work a regular 40-hour week, they may be assigned evenings or weekends dependent upon their place of employment. The medical assistant provides direct patient care and must be able to obtain the knowledge (cognitive function), skills (psychomotor function), and demonstrate professionalism (affective function).

If you are considering this field, you should be able to accurately record and keep track of information, maintain confidentiality, deal calmly and professionally with patients, follow medical charts and understand diagnoses, and work with electronic health records. Please refer to the Essential Skills & Abilities of a Medical Assistant to determine if you are able to meet these functions with or without reasonable accommodations.

## Employment

Employment of medical assistants is projected to grow 24% over the next ten years, much faster than the average for all healthcare professions. Bureau of Labor Statistics, U.S. Department of Labor.

## Accreditation/Approval

Carl Sandburg College is accredited by the North Central Association of Colleges and Schools – Higher Learning Commission, 30 LaSalle Street, Suite 2400, Chicago, IL 60602-2504.

## Licensure

Upon successful completion of the program, the graduate will be eligible to take the certification exam offered by the American Medical Technologists (AMT).

## Admission to the Program: Selective

The Medical Assistant Program has limited enrollment and a selection process for admission into the program. Applicants need to refer to the Eligibility & Admission Requirements for this program to determine eligibility criteria and selection process. Students interested in this program must attend a Health Professions Informational Session prior to applying to the program. Students can apply online to the Medical Assistant Program June 1 - October 1. Online application deadline date is October 1 for Spring enrollment. We notify applicants approximately two weeks after the application deadline date whether they are accepted into the program or not. Applicants accepted into the Medical Assistant program must attend the program orientation session.

Students accepted will be required to show proof of immunizations and required titers, TB test, physical examination, criminal background check, and drug screen. Students are responsible for all fees incurred, in addition to tuition. Please refer to the Medical Assistant Program Cost Sheet. Please note findings on the criminal background check and drug screen may void conditional admission and prevent entrance to the program. Findings on the physical examination and drug screen may prevent placement at the clinical sites.

## College of Nursing & Health Professions

2400 Tom L. Wilson Blvd.  
Galesburg, IL 61401  
Phone: 309.341.5299

## For Additional Information Contact:

The Welcome Center  
Phone: 309.345.3500  
welcomecenter@sandburg.edu

## For Graduation Requirements:

See the graduation policies and procedures ([http://catalog.sandburg.edu/academicinformation/#graduation\\_policies\\_and\\_procedures](http://catalog.sandburg.edu/academicinformation/#graduation_policies_and_procedures)) page for details.

# Certificate

Course	Title	Semester Hours
<b>First Year</b>		
<b>Fall Semester</b>		
MDA.100	Fundamentals of Medical Assisting	2
MDA.101	Intro to Management of Medical Office	1
MDA.110	Adm Procedures in Medical Assisting	4
MDA.112	Pharmacology & Medication Administration	2
MDA.115	Clinical Medical Assisting 1	5
<b>Spring Semester</b>		
HTH.130	First Aid	2
MDA.120	Financial Procedures in the Medical Off.	4
MDA.125	Clinical Medical Assisting 2	4
MDA.127	Clinical Laboratory Procedures	3
MDA.200	Management of the Medical Office	1
<b>Summer Session</b>		
MDA.205	Medical Assisting Practicum	3
Total Semester Hours		31

NOTE: Students enrolled in the Medical Assisting program must complete all MDA and BIO courses with a grade of "C" or better in order to be eligible to register for subsequent courses. In order to graduate, students must complete all required courses with a grade of "C" or better.

## Cindy Koepp, RN, BSN

Adjunct Faculty, Medical Assistant Instructor

The Medical Assistant Program offers courses on the Galesburg Campus. Labs take place in the College of Nursing Building with access to the skills lab and health assessment lab where essential skills will be demonstrated and practiced. Practicum experiences for the Medical Assistant program will be gained with physician offices and clinics in the Galesburg area such as: Galesburg Cottage Hospital, Galesburg Cottage

Physician Offices, OSF St. Mary's Medical Center and Clinics, and other surrounding community agencies as needed.