

Medical Assistant Program 2019-2020

Application Checklist

Important Contacts

Lake Land College
5001 Lake Land Blvd
Mattoon, IL 61938
www.lakelandcollege.edu

Andrew Gaines, Counselor for Allied Health

Luther Student Center, Counseling Services; 217-234-5259

againes@lakelandcollege.edu

- Assists with the application and registration process.
- Provides general information and advising regarding Allied Health programs, as well as Bachelor's of Science in Nursing completion options.

Hilary Donley, Administrative Assistant/Allied Health

Neal Hall, 217-234-5447

hcox@lakelandcollege.edu

- Maintains all of the program files.
- Provides general information about the college's allied health programs.

Molly Yeske, Medical Assistant Instructor/ Program Director

Neal Hall room 023, 217-234-5055

- Provides classroom instruction to students
- Oversees the medical assisting program and accreditation information
- Assists with the application and registration process

Lake Land College's Medical Assistant Program is recognized by:

American Medical Technologists

10700 W. Higgins Rd., Suite 150

www.americanmedtech.org



Higher Learning Commission

230 South LaSalle St. Suite 7-500

Chicago, IL 60604

inquiry@hlcommission.org



Complete these steps by May 1 of the application year.

- Complete an Intent to Enroll for Lake Land College—Select “AAS.MAP.TRK” or “CRT.MAP.TRK” as the academic program. This will ensure you are assigned a medical assistant academic advisor. It will also generate a Laker email account; prospective students are expected to check this email account on a regular basis for correspondence.
- Send high school and college transcripts to Admissions & Records Office. Contact the office at (217) 234-5434 to confirm receipt. If courses have been completed at another institution, be sure to request a “Transcript Evaluation” for AAS.MAP.TRK or “CRT.MAP.TRK” from Admissions & Records Office to ensure courses transfer.
- Complete a Medical Assistant Application Form indicating interest in the Medical Assistant – Associate Degree Program or Medical Assistant – Certificate Program. These are available online at the Lake Land College website. Select *Academics, Academic majors*, scroll down to the desired program and select, scroll to find the ‘begin the application process’ link. Receipt of this form will prompt the department to start a file and correspondence will begin.
- The department will review student information to determine eligibility for the program. To be eligible, the applicant needs satisfactory scores in 2 of 3 areas of English, Reading and Math on the Lake Land College placement test, ACT/SAT (**tests valid for 5 years**) or by completing college coursework.

1. Lake Land College Placement Test (to schedule, call the Tutoring and Testing Center at (217) 234-5301), ACT, or SAT:

English: placement in ENG120 (Composition I).

ACT 19+, SAT 480+, Lake Land College placement 64+

Reading: placement out of reading (reading at the college level).

ACT 19+, SAT 480+, Placement test 79+

Math: placement into MAT006 (Intermediate Algebra) or higher.

ACT 19+, SAT 500+, and Lake Land College Placement 57+

Completed college course work with a grade of ‘C’ or better:

ENG 007 (Composition Skills) or higher, RDG 050 (or completion of 30 college credits in good standing), and MAT 005 (Beginning Algebra) or higher.

OR

2. Completion of a healthcare certification program or higher degree (i.e., Certified Nurse Assistant, EMT-B, Physical Therapy Assistant, Dental Hygiene, Radiology Technologist, Paramedic) This will be verified upon receipt of current certification or license to the Allied Health Department.

* Upon successful completion of any of the above qualifications, students are able to re-submit an application for consideration into the program.

- Within 2-3 weeks of receipt of completed Medical Assistant Application Form, applicants will be notified via Laker email regarding eligibility for the program.

Medical Assistant Program

On May 1st, a review of files will begin to determine students for Fall admissions. Admission scores are calculated utilizing the following rubric approved by the department.

Medical Assistant Admissions Rubric

Associate Degree Co-Requisites points Points earned based on grades for courses completed.	4 pts=A; 3 pts=B; 2 pts=C D or F not accepted. 0 to 40 points
Completion of a certificate program or higher degree in a related healthcare field*	10 points
Total Possible Points	_____

*10 admissions points are awarded for completion of a healthcare certificate program or higher degree upon receipt of current certificate or license. (i.e., Certified Nurse Assistant, EMT-B, Physical Therapy Assistant, Dental Hygiene, Radiology Technologist, Paramedic)

Associate Degree Co-Requisite Courses

_____ ENG 120	_____ AHE 055 or MAT 116
_____ BIO 100	_____ HED 102
_____ PSY 271 or SOC 280	_____ SPE 111 OR SPE 200
_____ CIS 160	_____ BUS 114
_____ Approved Elective**	_____ Humanities/Fine Arts Elective**

****Approved Electives**

Electives

BUS 060	Automated Office Procedures
BUS 061	Office Transcription
BUS 079	Office Professionals
BUS 115	Processing Information
CIS 058	Specialized Software Applications
MCS 055	Principles of ICD-10-CM Coding
MCS 050	Principles of CPT Coding
MCS 040	Health Information for Professionals
MCS 068	Medical Management and Ethics

AHE 041	Medical Terminology
ANT 200	General Anthropology
BIO 225	Human Anatomy and Physiology I*
BIO 226	Human Anatomy and Physiology II*
CHM 111	Concepts of Chemistry
HED 290	Disease Processes*
PSY 278	Family Relations
PSY 279	Human Development/Life Span
MAT 125	Statistics*

Humanities and Fine Arts

ART 260	Art History I
ART 261	Art History II
ART 240	Art and Gender
ART 250	Understanding Art
HIS 153	History/Culture of Third World
HIS 250	Western Civil to 1660
HIS 252	West Civil/1660-Present
HUM 120	Myths and Legends
HUM 150	Humanities Through the Arts
HUM 151	Nature in the Humanities
HUM 181	Intro to Film Appreciation
LIT 130	Intro to Literature
LIT 147	Introduction to Fiction

LIT 250	Amer Literature Survey I
LIT 251	Amer Literature Survey II
LIT 252	Multicultural American Lit
LIT 260	Survey of English Literature I
LIT 261	Survey of English Literature II
LIT 270	Literature/Women
LIT 274	Bible as Literature
MUS 150	Music in American History & Culture
MUS 229	Understanding Music
PHI 232	World Religions
PHI 270	Introduction to Philosophy
PHI 280	Ethics
PHI 290	Logic

Cost Estimate for Medical Assistant Program Completion*

Associate Degree Program

Semester	Semester Hours	Tuition and Fees \$137.67 per Semester Hour	Course Fees	TOTAL
Fall—1 st yr.	16	\$2202.72	\$200	\$2402.72
Spring—1 st yr.	17.5	\$2409.23	\$400	\$2809.23
Summer	2.5	\$344.18	\$100	\$444.18
Fall 2 nd yr.	12	\$1652.04		\$1652.04
Spring 2 nd yr	12	\$1652.04		\$1652.04
Uniform, watch, & shoes				\$150.00
Textbooks and Simulation Learning System (from LLC Bookstore)		\$500		\$500.00
Background check, drug screen and fingerprinting		\$150.00		\$150.00
ESTIMATED TOTAL COSTS				\$9760.21

***All prices subject to change**

Certificate Program

Semester	Semester Hours	Tuition and Fees \$137.67 per Semester Hour	Course Fees	TOTAL
Fall—1 st yr.	16	\$2202.72	\$200	\$2402.72
Spring—1 st yr.	17.5	\$2409.23	\$400	\$2809.23
Summer	2.5	\$344.18	\$100	\$444.18
Uniform, watch, & shoes				\$150.00
Textbooks and Simulation Learning System (from LLC Bookstore)		\$500		\$500.00
Background check, drug screen and fingerprinting		\$150.00		\$150.00
ESTIMATED TOTAL COSTS				\$6456.13

***All prices subject to change**

Functional Abilities

Students seeking admission into the Lake Land College Medical Assisting Program must be able to meet the technical requirements and functional abilities of the academic program and must not pose a threat to the well-being of patients, other students, staff or themselves. An incoming medical assisting student will need, at a minimum, the following types of skills and abilities and will need to maintain and demonstrate these abilities throughout the program. The student must have the ability to perform the following with or without reasonable accommodations:

Physical & Movement	<ul style="list-style-type: none"> • Full range of motion of body joints. • Ability to lift, push, pull or carry heavy objects. • Use hands to handle, control or feel objects, tools or controls. • Repeat the same movements. • Use fingers or hands to grasp, move or assemble objects. • Stand and walk while assisting with exams. • Use stomach and lower back muscles to support the body for long periods without getting tired.
Communication	<ul style="list-style-type: none"> • Communicate effectively in English with clients, families and other health care providers, both verbally and in writing. • Interact, establish rapport with individuals, families, and groups from a variety of social, emotional, cultural and intellectual backgrounds. • Assume the role of a health care team member. • Function effectively under supervision. • Speak clearly so others can understand. • Listen to others • Read and understand written information • Maintain composure when subjected to high stress levels. • Maintain consistent mental alertness
Critical Thinking	<ul style="list-style-type: none"> • Organize and prioritize job tasks. • Demonstrate problem-solving skills in patient care- measure, calculate, reason, prioritize, and synthesize data • Use sound judgment and safety precautions. • Address problems or questions to the appropriate persons at the appropriate time.
Work Environment	<ul style="list-style-type: none"> • Recognize the work environment will include exposure to blood and body fluids and diseases. • Be a team member • Ability to observe a client accurately at a distance and close at hand. This requires functional use of the senses of vision and hearing. • The ability to closely examine images or other forms of output created by diagnostic equipment.
Adaptability	<ul style="list-style-type: none"> • Function effectively under stress • Respond appropriately to emergencies • Adhere to infection control procedures. • Learn to complete tasks without repetitive instructions

Work Ethics	<ul style="list-style-type: none"> • Maintain punctuality, positive work attitude and respect for others, professionalism and the ability to interact with persons of diverse backgrounds. • Follow policies and procedures required by academic and clinical settings. • Adheres to Lake Land College Academic Honesty Policy (per College catalog). • Adheres to Lake Land College Code of Conduct (per College catalog). • Abides by the guidelines set forth in the Health Information Portability and Accountability Act (i.e., the national privacy act).
Information Literacy	<ul style="list-style-type: none"> • Evaluate information and its sources critically • Use information effectively to accomplish a specific purpose, understand the economic, legal, and social issues surrounding the use of information and access and use information ethically.