

# Medical Assistant Program 2021-2022

Application Checklist

## Important Contacts

Lake Land College  
5001 Lake Land Blvd  
Mattoon, IL 61938  
[www.lakelandcollege.edu](http://www.lakelandcollege.edu)

### Jennifer Melton, Counselor for Allied Health

Luther Student Center, Counseling Services; 217-234-5251

[jmelton52502@lakelandcollege.edu](mailto:jmelton52502@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, Allied Health Specialist

Neal Hall, 217-234-5447

[hcox@lakelandcollege.edu](mailto: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

Web Hall 021, 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](http://www.americanmedtech.org)



#### Higher Learning Commission

230 South LaSalle St. Suite 7-500

Chicago, IL 60604

[inquiry@hlcommission.org](mailto:inquiry@hlcommission.org)



#### National Healthcareer Association

11161 Overbrook Road

Leawood, Kansas 66211



## Medical Assistant Program

### Complete these steps by April 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.
- ❑ If applicable, send college transcripts to Admissions & Records Office. 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 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 *Admissions, Special Admission Programs*, scroll down to the desired program and select, scroll to find the ‘*Start application process and view program information*’ link. Receipt of this form will prompt the department to start a file and correspondence will begin.
- ❑ Email High School Diploma or proof of GED to the Admissions and Records office, [admissions@lakelandcollege.edu](mailto:admissions@lakelandcollege.edu).
- ❑ The department will review student information to determine eligibility for the program. Students are considered eligible by completing one of the following:

1. 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. To schedule placement testing, call the Tutoring and Testing Center at (217) 234-5301.

**English:** ACT 19+, SAT 480+, Lake Land College placement 64+, completed ENG 007 (Composition Skills) or higher with grade ‘C’ or higher

**Reading:** ACT 19+, SAT 480+, Placement test 79+, completed RDG 050 with grade ‘C’ or higher (or completion of 30 college credits in good standing)

**Math:** ACT 19+, SAT 500+, and Lake Land College Placement 57+, completed MAT 005 (Beginning Algebra) or higher with grade ‘C’ or higher

**OR**

2. Currently working as a healthcare professional with verification of certificate/licensure and employment status. Examples include but are not limited to: Certified Nurse Assistant, Phlebotomist, EMT-B, Physical Therapy Assistant, Dental Hygiene, Radiology Technologist, Paramedic.

**\*Students must email current certification/license and completed Employment Verification form to [hcox@lakelandcollege.edu](mailto:hcox@lakelandcollege.edu).** To access the Employment Verification form go to [lakelandcollege.edu](http://lakelandcollege.edu), select *Admissions, Special Admission Programs*, select desired program, and scroll to find the ‘*Start application process and view program information*’ link.

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

- To find out more about the Medical Assistant program, visit  
<https://www.lakelandcollege.edu/high-demand-programs/medical-assistant/>

**Certificate Program Model**

<b>First Year: 1st Semester Fall</b>		<b>Semester Hours</b>
MAP070	Med Assist Pathophysiology I	4.0
MAP072	Med Assist Skills I	5.0
MAP074	Medical Office Procedures I	4.0
MAP078	Med Assist Pharmacology I	2.0
	<b>Total</b>	<b>15.0</b>

<b>First Year: 2nd Semester Spring</b>		<b>Semester Hours</b>
MAP076	Medical Office Procedures II	3.0
MAP080	Med Assist Pathophysiology II	4.0
MAP082	Med Assist Skills II	5.0
MAP086	Med Assist Seminar	3.0
MAP088	Med Assist Pharmacology II	3.0
	<b>Total</b>	<b>18.0</b>

<b>First Year: 3rd Semester Summer</b>		<b>Semester Hours</b>
MAP090	Med Assist Externship	3.0
	<b>Total</b>	<b>3.0</b>
	<b>TOTAL HOURS</b>	<b>36.0</b>

**Associate Degree Program Model**

<b>First Year: 1st Semester Fall</b>		<b>Semester Hours</b>
MAP070	Med Assist Pathophysiology I	4.0
MAP072	Med Assist Skills I	5.0
MAP074	Medical Office Procedures I	4.0
MAP078	Med Assist Pharmacology I	2.0
<b>Total</b>		<b>15.0</b>

<b>First Year: 2nd Semester Spring</b>		<b>Semester Hours</b>
MAP076	Medical Office Procedures II	3.0
MAP080	Med Assist Pathophysiology II	4.0
MAP082	Med Assist Skills II	5.0
MAP086	Med Assist Seminar	3.0
MAP088	Med Assist Pharmacology II	3.0
<b>Total</b>		<b>18.0</b>

<b>First Year: 3rd Semester Summer</b>		<b>Semester Hours</b>
MAP090	Med Assist Externship	3.0
<b>Total</b>		<b>3.0</b>

<b>Second Year: 1st Semester Fall</b>		<b>Semester Hours</b>
ENG120	Composition I	3
AHE055	Math for Meds	2
BIO100	Bio Science I	4
PSY279	Human Development	3
<b>Total</b>		<b>12.0</b>

<b>Second Year: 2nd Semester Spring</b>		<b>Semester Hours</b>
SPE111	Introduction to Speech Communication	3
HED102	Nutrition	3
	Elective	3
	Elective	3
<b>Total</b>		<b>12.0</b>

**TOTAL HOURS 60.0**

**Approved Electives**

Electives

- AHE- Any AHE course
- BIO- Any BIO course
- BUS 113
- BUS 114
- HED- Any HED course
- MAT 116- General Education Math
- MAT 125- Statistics
- MCS- Any MCS course
- SOC 280- Intro to Sociology (Or any SOC course)
- PSY 271- Intro to Psychology (or any SOC course)
- CIS 160-Practical Software Application

**Medical Assistant Program**

On April 1<sup>st</sup>, 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. <b>0 to 32 points</b>
Currently working as a healthcare professional with verification of certificate/licensure and employment status.*	<b>8 points</b>
Maintain a 2.0 GPA for co-requisite courses	<input type="checkbox"/> <b>Verified</b>
High School Diploma or GED on file	<input type="checkbox"/> <b>Verified</b>
<b>Total Possible Points</b>	_____

\*8 admissions points are awarded to students currently working as a healthcare professional with verification of certificate/licensure and employment status. Examples include but are not limited to: Certified Nurse Assistant, Phlebotomist, EMT-B, Physical Therapy Assistant, Dental Hygiene, Radiology Technologist, Paramedic.

**Associate Degree Co-Requisite Courses**

\_\_\_\_\_ ENG 120                      \_\_\_\_\_ AHE 055                      \_\_\_\_\_ BIO 100

\_\_\_\_\_ HED 102                      \_\_\_\_\_ SPE 111

\_\_\_\_\_ Approved Elective\*\*                      \_\_\_\_\_ Approved Elective\*\*

**\*\*Approved Electives**

Electives

- AHE- Any AHE course
- BIO- Any BIO course
- BUS 113- Keyboarding
- BUS 114- Advanced Formatting
- HED- Any HED course
- MAT 116- General Education Math
- MAT 125- Statistics
- MCS- Any MCS course
- SOC 280- Intro to Sociology (Or any SOC course)
- PSY 271- Intro to Psychology (or any SOC course)
- CIS 160- Practical Software Applications

**\*In accordance with College policy, a minimum of 30 academic credits must be obtained at Lake Land in order to be eligible to graduate.**

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 <sup>st</sup> yr.	15	\$2065.05	\$375	\$2440.05
Spring—1 <sup>st</sup> yr.	18	\$2478.06	\$375	\$2853.06
Summer	3	\$413.01	\$150	\$563.01
Fall 2 <sup>nd</sup> yr.	12	\$1652.04		\$1652.04
Spring 2 <sup>nd</sup> yr	12	\$1652.04		\$1652.04
Uniform, watch, & shoes				\$150.00
Textbooks and Simulation Learning System (from LLC Bookstore)		\$600		\$600.00
Background check, drug screen and fingerprinting		\$150.00		\$150.00
<b>ESTIMATED TOTAL COSTS</b>				<b>\$10,060.20</b>

**\*All prices subject to change**

Certificate Program

Semester	Semester Hours	Tuition and Fees \$137.67 per Semester Hour	Course Fees	TOTAL
Fall—1 <sup>st</sup> yr.	15	\$2065.05	\$375	\$2440.05
Spring—1 <sup>st</sup> yr.	18	\$2478.06	\$375	\$2853.06
Summer	3	\$413.01	\$150	\$563.01
Uniform, watch, & shoes				\$150.00
Textbooks and Simulation Learning System (from LLC Bookstore)		\$600		\$600.00
Background check, drug screen and fingerprinting		\$150.00		\$150.00
<b>ESTIMATED TOTAL COSTS</b>				<b>\$6756.12</b>

**\*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"> <li>• Full range of motion of body joints.</li> <li>• Ability to lift, push, pull or carry heavy objects.</li> <li>• Use hands to handle, control or feel objects, tools or controls.</li> <li>• Repeat the same movements.</li> <li>• Use fingers or hands to grasp, move or assemble objects.</li> <li>• Stand and walk while assisting with exams.</li> <li>• Use stomach and lower back muscles to support the body for long periods without getting tired.</li> </ul>
Communication	<ul style="list-style-type: none"> <li>• Communicate effectively in English with clients, families and other health care providers, both verbally and in writing.</li> <li>• Interact, establish rapport with individuals, families, and groups from a variety of social, emotional, cultural and intellectual backgrounds.</li> <li>• Assume the role of a health care team member.</li> <li>• Function effectively under supervision.</li> <li>• Speak clearly so others can understand.</li> <li>• Listen to others</li> <li>• Read and understand written information</li> <li>• Maintain composure when subjected to high stress levels.</li> <li>• Maintain consistent mental alertness</li> </ul>
Critical Thinking	<ul style="list-style-type: none"> <li>• Organize and prioritize job tasks.</li> <li>• Demonstrate problem-solving skills in patient care- measure, calculate, reason, prioritize, and synthesize data</li> <li>• Use sound judgment and safety precautions.</li> <li>• Address problems or questions to the appropriate persons at the appropriate time.</li> </ul>
Work Environment	<ul style="list-style-type: none"> <li>• Recognize the work environment will include exposure to blood and body fluids and diseases.</li> <li>• Be a team member</li> <li>• Ability to observe a client accurately at a distance and close at hand. This requires functional use of the senses of vision and hearing.</li> <li>• The ability to closely examine images or other forms of output created by diagnostic equipment.</li> </ul>
Adaptability	<ul style="list-style-type: none"> <li>• Function effectively under stress</li> <li>• Respond appropriately to emergencies</li> <li>• Adhere to infection control procedures.</li> <li>• Learn to complete tasks without repetitive instructions</li> </ul>
Work Ethics	<ul style="list-style-type: none"> <li>• Maintain punctuality, positive work attitude and respect for others, professionalism and the ability to interact with persons of diverse backgrounds.</li> <li>• Follow policies and procedures required by academic and clinical settings.</li> <li>• Adheres to Lake Land College Academic Honesty Policy (per College catalog).</li> <li>• Adheres to Lake Land College Code of Conduct (per College catalog).</li> <li>• Abides by the guidelines set forth in the Health Information Portability and Accountability Act (i.e., the national privacy act).</li> </ul>
Information Literacy	<ul style="list-style-type: none"> <li>• Evaluate information and its sources critically</li> <li>• 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.</li> </ul>