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

<table>
<thead>
<tr>
<th>Associate Degree Co-Requisites points</th>
<th>Points earned based on grades for courses completed.</th>
</tr>
</thead>
<tbody>
<tr>
<td>4 pts=A; 3 pts=B; 2 pts=C D or F not accepted.</td>
<td>0 to 40 points</td>
</tr>
</tbody>
</table>

| Completion of a certificate program or higher degree in a related healthcare field* | 10 points |

| **Total Possible Points** | [Blank] |

*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-Required Courses

- ENG 120
- BIO 100
- PSY 271 or SOC 280
- CIS 160
- Approved Elective**

### Associate Degree Co-Required Electives

<table>
<thead>
<tr>
<th>Electives</th>
<th>AHE 055 or MAT 116</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 060</td>
<td>Automated Office Procedures</td>
</tr>
<tr>
<td>BUS 061</td>
<td>Office Transcription</td>
</tr>
<tr>
<td>BUS 079</td>
<td>Office Professionals</td>
</tr>
<tr>
<td>BUS 115</td>
<td>Processing Information</td>
</tr>
<tr>
<td>CIS 058</td>
<td>Specialized Software Applications</td>
</tr>
<tr>
<td>MCS 055</td>
<td>Principles of ICD-10-CM Coding</td>
</tr>
<tr>
<td>MCS 050</td>
<td>Principles of CPT Coding</td>
</tr>
<tr>
<td>MCS 040</td>
<td>Health Information for Professionals</td>
</tr>
<tr>
<td>MCS 068</td>
<td>Medical Management and Ethics</td>
</tr>
</tbody>
</table>

### **Approved Electives**

- 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

- 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

<table>
<thead>
<tr>
<th>Semester</th>
<th>Semester Hours</th>
<th>Tuition and Fees $137.67 per Semester Hour</th>
<th>Course Fees</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall—1st yr.</td>
<td>16</td>
<td>$2202.72</td>
<td>$200</td>
<td>$2402.72</td>
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<tr>
<td>Spring—1st yr.</td>
<td>17.5</td>
<td>$2409.23</td>
<td>$400</td>
<td>$2809.23</td>
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<tr>
<td>Summer</td>
<td>2.5</td>
<td>$344.18</td>
<td>$100</td>
<td>$444.18</td>
</tr>
<tr>
<td>Fall 2nd yr.</td>
<td>12</td>
<td>$1652.04</td>
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<td></td>
<td></td>
<td>$150.00</td>
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<tr>
<td>Textbooks and Simulation Learning System (from LLC Bookstore)</td>
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<td>$500</td>
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<td>$500.00</td>
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<tr>
<td>Background check, drug screen and fingerprinting</td>
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<td>$150.00</td>
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<td>$150.00</td>
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<tr>
<td><strong>ESTIMATED TOTAL COSTS</strong></td>
<td></td>
<td></td>
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<td>$9760.21</td>
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*All prices subject to change

#### Certificate Program

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<td>$6456.13</td>
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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 | 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       | 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   | 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    | 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        | Function effectively under stress.  
|                     | Respond appropriately to emergencies.  
|                     | Adhere to infection control procedures.  
|                     | Learn to complete tasks without repetitive instructions.
| Work Ethics                      | 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           | 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.  