

Medical Assistant Program 2024-2025

Application Checklist

Important Contacts

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

Jennifer Melton, Counselor for Allied Health

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

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

- 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:

Commission on Accreditation of Allied Health Education Programs

9355 - 113th St. N, #7709

Seminole, FL 33775



Commission on Accreditation of Allied Health Education Programs

Higher Learning Commission

230 South LaSalle St. Suite 7-500

Chicago, IL 60604

inquiry@hlcommission.org



Alteration and/or unauthorized use prohibited.

Testing:

National Healthcareer Association

11161 Overbrook Road

Leawood, Kansas 66211

National
Healthcareer
Association*

Complete these steps by April 1 of the application year.

- ☐ Apply for Lake Land College—Select “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 “CRT.MAP.TRK” from Admissions & Records Office to ensure courses transfer.
- ☐ Complete a Medical Assistant Application indicating interest in the 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 Hilary Donley, Allied Health Specialist at hcox@lakelandcollege.edu prior to the April 1st admission deadline. These must be received in order to be considered for admission.
- ☐ The department will review student information to determine eligibility for the program. Students are considered eligible by completing one of the following:
 1. Complete RDG 050 with grade ‘C’ or higher OR place out of reading courses by taking college placement tests or submitting ACT/SAT scores (**tests valid for 5 years**). 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.

Please note that College policy requires students who test into developmental reading coursework to take it concurrently with any other college-level coursework. In the event that a MAP applicant obtains satisfactory scores in English and Math, but not Reading, the required Reading course must be taken prior to or concurrently with the Medical Assisting coursework.

- English: ACT 19+, SAT 480+, Lake Land College placement 250 - 300, completed ENG 007 (Composition Skills) or higher with grade ‘C’ or higher
- Reading: ACT 19+, SAT 480+, Lake Land College Placement test 252 - 300, completed RDG 050 with grade ‘C’ (or completion of 30 college credits in good standing)
- Math: ACT 22+, SAT 530+, and Lake Land College Placement QAS 263-300, AAF 200-249, completed MAT 115 (Gen Ed Math Pathway) or higher with grade ‘C’ or higher

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

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

Medical Assistant Program

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.** To access the Employment Verification form go to 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

<u>First Year: 1st Semester Fall</u>		<u>Semester Hours</u>
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
Total		15.0

<u>First Year: 2nd Semester Spring</u>		<u>Semester Hours</u>
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
Total		18.0

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

On April 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

Approved college course 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 32 points
Currently working as a healthcare professional with verification of certificate/licensure and employment status.*	8 points
Maintain an overall 2.0 GPA if college courses have been taken.	<input type="checkbox"/> Verified
High School Diploma or GED on file	<input type="checkbox"/> Verified
Total Possible Points	_____

*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.

Approved Courses

_____ ENG 119/120 _____ AHE 055 _____ BIO 100
 _____ PSY 279 _____ HED 102 _____ COM 111
 _____ Approved Elective** _____ Approved Elective**

****Approved Electives**

Electives

AHE- Any AHE course	MAT 124- Statistics Pathway
BIO- Any BIO course	MAT 125- Statistics
BUS 113- Keyboarding	MCS- Any MCS course
BUS 114- Advanced Formatting	SOC- Any SOC course
HED- Any HED course	PSY- Any PSY course
MAT 115- General Education Pathway	CIS 160- Practical Software Applications
MAT 116- General Education Math	

***In accordance with College policy, a student must have a 2.0 GPA to graduate.**

Cost Estimate for Medical Assistant Program Completion*

Certificate Program

Semester	Semester Hours	Tuition and Fees \$147.17 per Semester Hour	Course Fees	TOTAL
Fall—1 st yr.	15	\$2207.55	\$375	\$2582.55
Spring—1 st yr.	18	\$2649.06	\$500	\$3149.06
Summer	3	\$441.51	\$150	\$591.51
Uniform, watch, & shoes				\$200.00
Textbooks and Simulation Learning System (from LLC Bookstore)		\$500		\$500.00
Background check, drug screen and fingerprinting		\$150.00		\$150.00
CB Bridges (Clinical Tracking platform)				\$40.00
**Students will be required to get a physical, immunizations, titers and CPR certification before Summer clinicals. Costs will vary depending on student situations.				
ESTIMATED TOTAL COSTS				\$7213.12

***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.