

## Admission Process

Please note: You are responsible for making sure all of the following steps have been met prior to submitting your application to the Medical Assistant program. Students are admitted to the program twice a year (Spring & Fall).

### Step #1

Go the Admissions Office where you can fill out and return your SSC application. Bring your official High School as well as other official college transcripts to the SSC Office of Admissions.

### Step #2

Take the SSC College Placement test and complete any required college preparatory classes in Math, English or Reading with a grade of a "C" or better. Math must be completed through MTH 091-General Mathematics, English through ENG 098-Writer's Workshop I, and Reading through RDG 082-Reading and Learning Skills II. Be advised that Biology must be completed within the last 5 years to satisfy the program requirements. All students must be certified in CPR and hold a current card throughout the entire program.

### Step #3

Complete the following prerequisite courses with a "C" or better.

MIS 101 .....	Computer Literacy & Applications
MAS 104 .....	Medical Office Foundations
HIT 103 .....	Medical Terminology
BIO 115 .....	Human Body Structure

### Step #4

Submit the Medical Assistant Program Admission Application form to the Health Professions Department in Room 4457 no later than June 1st for fall admission. If you have any questions, please feel free to contact the Health Professions office (708) 596-2000, ext. 2204.

### South Suburban College - Medical Assistant Program - Student Study Plan

Once a student is admitted to the Medical Assistant Program they will take the following courses in the sequence listed below:

#### Semester One – Fall

MAS 105 Administrative Medical Assistant I .....	3
MAS 106 Clinical Medical Assistant I .....	3
HIT 115 Medical Law & Ethics .....	3
OAT 170 Business English .....	3

#### Semester Two – Spring

MAS 101 Pharmacology .....	2
MAS 107 Administrative Medical Assistant II .....	3
MAS 108 Clinical Medical Assistant II .....	3
PSY 101 Introduction to Psychology .....	3

#### Semester Three – Summer

MAS 111 Medical Assistant Externship .....	3
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# SOUTH SUBURBAN COLLEGE



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Department of  
**Health Professions**

For questions regarding the MAS Program, please call the Health Professions Department at 708-596-2000, ext. 2204 or visit us in room 4457.

To make an appointment with the Health Professions Career Advisor, Katherine Melin-Eberhardt, please contact the Counseling Department at 708-596-2000 ext. 2306.

South Suburban College  
15800 South State Street  
South Holland, IL 60473

SOUTH SUBURBAN COLLEGE

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LOCATIONS IN SOUTH HOLLAND AND OAK FOREST



# Medical Assistant Program

## MAS PROGRAM OVERVIEW

The goals of the South Suburban College Medical Assistant Program are to prepare competent entry-level medical assistants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains; and to educate students who are well prepared technically with demonstrated work ethics and professional values.

This certificate program provides training needed by someone to assist in patient-care management including both administrative and clinical duties. Medical Assistants can be employed in physician offices, clinics, prisons, the armed services, public health departments, medical agencies, and HMOs.

The program is offered on a full-time basis during the day or in the evening. Medical Assistant classes are offered on the main campus in South Holland.

Note - There is a mandatory 160 hour, unpaid clinical externship associated with the program.



## NATURE OF THE WORK

Medical assistants perform routine administrative and clinical tasks to keep the offices and clinics of physicians, podiatrists, chiropractors, and optometrists running smoothly. They should not be confused with physician assistants who examine, diagnose, and treat patients under the direct supervision of a physician. In small practices, medical assistants are usually "generalists," handling both administrative and clinical duties and reporting directly to an office manager, physician, or other health practitioner. Those in large practices tend to specialize in a particular area under the supervision of department administrators.

Administrative duties include answering telephones, greeting patients, updating and filing patient medical records, filling out insurance forms, handling correspondence, scheduling appointments, arranging hospital admission and laboratory services, and handling billing and bookkeeping.

Clinical duties may vary according to state law and include taking medical histories and recording vital signs, explaining treatment procedures to patients, preparing patients for examination, and assisting the physician during the examination. Medical assistants collect and prepare laboratory specimens or perform basic laboratory tests on the premises, dispose of contaminated supplies, and sterilize medical instruments. They instruct patients about medication and special diets, prepare and administer medications as directed by a physician, authorize drug refills as directed, telephone prescriptions to a pharmacy, draw blood, prepare patients for x-rays, take electrocardiograms, remove sutures, and change dressings.

## EMPLOYMENT CHARACTERISTICS

Medical assistants held about 417,000 jobs in 2006. About 62 percent worked in offices of physicians; 12 percent worked in public and private hospitals, including inpatient and outpatient facilities; and 11 percent worked in offices of other health practitioners, such as chiropractors, optometrists, and podiatrists. Most of the remainder worked in other health care industries such as outpatient care centers and nursing and residential care facilities.

## EMPLOYMENT OUTLOOK

Employment is projected to grow much faster than average, ranking medical assistants among the fastest growing occupations over the 2006-16 decade. Job opportunities should be excellent, particularly for those with formal training or experience, and certification.

## EARNINGS

The earnings of medical assistants vary depending on their experience, skill level, and location. Median annual earnings of wage-and-salary medical assistants were \$26,290 in May 2006. The middle 50 percent earned between \$21,970 and \$31,210. The lowest 10 percent earned less than \$18,860, and the highest 10 percent earned more than \$36,840.