



## SOUTH SUBURBAN COLLEGE

15800 S. State St.  
South Holland, IL  
60473-1200  
(708) 596-2000

### Board of Trustees

Frank M. Zuccarelli,  
**Chairman**

John A. Daly,  
Vice-Chair

Anthony P. DeFilippo

Vivian Payne

Janet M. Rogers  
Secretary

Terry R. Wells

Joseph Whittington Jr.

Dr. Lynette D. Stokes,  
College President

Our Mission  
Is to **Serve** our  
**Students** and  
the **Community**  
Through Lifelong  
Learning.

# MEDICAL ASSISTANT CERTIFICATE PROGRAM

### ***Dear Prospective Medical Assistant Student:***

South Suburban College welcomes you as you embark on this educational experience. We are excited that you have chosen medical assisting as your career goal. The Medical Assistant Program has been a longstanding program offering at SSC.

South Suburban College Medical Assistant Certificate Program provides training needed to assist in patient-care management in both administrative and clinical duties. Medical Assistants can be employed in physician offices, clinics, armed services, public health departments, ambulatory care and urgent care facilities.

- *The program is offered on a full-time basis during the day and sometimes during the evening. Please check with the program coordinator for the schedule availability.*
- *Financial aid is available to all interested and qualified students because the program offers college level courses.*

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

A career as a Medical Assistant is both challenging and rewarding. If you need to schedule an appointment, please call 708-596-2000 extension 2379. Some questions can be answered by visiting our website at [www.ssc.edu](http://www.ssc.edu) or reading the attached material. I look forward to meeting you and potentially having you join the world of Medical Assisting!

***Sincerely,***

*Adrienne Reaves*

Adrienne Reaves, Ed. D, RMA  
Medical Assistant and Phlebotomy Division Coordinator  
15800 South State Street - South Holland, IL 60473  
[areaves@ssc.edu](mailto:areaves@ssc.edu)  
(708) 596-2000, ext. 5734 / Room 4469-H

## DESCRIPTION OF THE MEDICAL ASSISTANT PROFESSION

---

Medical Assistants perform routine administrative and clinical tasks necessary to keep the medical offices running smoothly. They should not be confused with physician assistants or nurses. Medical Assistants are trained for outpatient care. Medical Assisting professionals demonstrate ethical and moral attitudes and principles that are necessary for gaining and maintaining the confidence of patients, professional associates, and the community.

Here is a quick overview (duties vary from office to office depending on location, size, specialty, and state law):

### **Administrative Duties (may include, but not limited to):**

- Using computer applications
- Answering telephones
- Greeting patients
- Updating and filing patient medical records
- Coding and filling out insurance forms
- Scheduling appointments
- Arranging for hospital admissions and laboratory services
- Handling correspondence, billing, and bookkeeping

### **Clinical Duties (may include, but not limited to):**

- Taking medical histories
- Explaining treatment procedures to patients
- Preparing patients for examination
- Assisting the physician during exams
- Collecting and preparing laboratory specimens
- Performing basic laboratory tests
- Instructing patients about medication and special diets
- Preparing and administering medications as directed by a physician
- Authorizing prescription refills as directed
- Drawing blood
- Taking electrocardiograms
- Removing sutures and changing dressings

## EMPLOYMENT CHARACTERISTICS

---

The employment prospects for medical assistants are excellent. Salaries and benefits vary according to experience, ability and geographic location. Completion of the program does not guarantee employment. Essential functions of the medical assistant require the ability to:

- Distinguish color
- Adequate use of hands
- Communicate in English
- Exercise good judgment
- Maintain positive work conditions under stress
- Stand for long periods and move freely in small spaces

## CERTIFICATION

---

Students who successfully complete the Medical Assistant Certificate Program are also eligible to sit for certification for The American Medical Technologist (AMT)

## PROGRAM GOALS

---

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

The Medical Assistant Program shall adhere to the following goals:

- Ensure that the admission criteria provide equal opportunities to all applicants.
- Prepare students with the entry level cognitive (knowledge), psychomotor (skills), and affective (behavior) competencies as set forth by the accrediting bodies.
- Prepare graduates to be successful on required certification exam(s).
- Promote graduates that demonstrate academic achievement, professional values, and work ethics.
- Provide curriculum that prepares graduates with skills to enter the workforce.
- Establish affiliations with health care institutions to provide meaningful externship experiences.
- Utilize input from advisory boards and accrediting bodies to provide a high quality educational program.

## PROGRAM OBJECTIVES

---

The Medical Assistant Program will provide instruction that satisfies the entry-level competencies for Medical Assistants based on the 2008 Standards and Guidelines established by the Medical Assisting Education Review Board (MAERB) in 2008. The 2008 Standards identifies 128 tasks as entry-level competencies.



**SOUTH  
SUBURBAN  
COLLEGE**  
Department of  
**ALLIED HEALTH &  
CAREER PROGRAMS**

# ADMISSION TO THE MEDICAL ASSISTANT CERTIFICATION PROGRAM

---

## Completion of the following prerequisites:

Course Number	Course Name	Credits
MIS 101	Computer Literacy & Applications	3
MAS 104	Medical Office Foundations	1
BIO 115	Human Body Structure	4
HIT 103	Medical Terminology	3

No application will be considered for the medical assistant certification program prior to all prerequisites being completed with a "C" or better. To be eligible for the externship during the last semester all clinical courses must be completed with a grade of "C" or better while maintaining a cumulative grade point average of 2.0.

1. Prior to being placed on an externship (MAS111) all students must:
  - Be current and certified in CPR for Health Care Providers (AHA or Red Cross)
  - Submit a completed health-physical form PROVIDED by South Suburban College that documents immunity for mumps, measles, varicella, diphtheria, tetanus, tuberculosis and hepatitis B (waiver.)
  - Show proof of health insurance coverage.
  - Complete a Criminal Background Check through **Certified Backgrounds** and a Drug Screening through **Quest Lab**.
2. Due to the nature of the clinical rotations, most assignments are for the early mornings and daytime shifts. Clinical rotation assignments are at the discretion of the program coordinator. (160 hours non-paid)
3. Students are responsible for transportation to and from the clinical affiliate.
4. A photocopy of the student's current health care insurance must be submitted in order to participate at any clinical education site. Failure to maintain comprehensive health care insurance will result in the student being immediately withdrawn from the clinical site and thereby receiving a failing grade in the clinical education class. Furthermore, the student will be financially responsible to pay all medical bills and co-payments as a result of injuries or health issues that arise from participation of clinical education programs.

The factors for admissions include skill levels in reading, writing, and mathematics and the score on a required placement test. Applicants must be aware that Medical Assistant Certification Program requires a certain level of dexterity and physical strength. Dexterity and physical strength will also be required for successful completion of the program.

It is **strongly suggested** that students consider limiting their hours of employment while completing externship. Externship placements cannot accommodate student work schedules.

## APPLICATION PROCESS

---

1. New students must submit an application to the college and forward all high school/GED and college transcripts to the Office of Admissions.
2. Submit the attached Medical Assistant Certificate Program Admission Application to the Allied Health Department in Room 4469L during the following time periods:

**Fall /August admission                      June 1st**

If you are a first time SSC student, with no previous college credit, you will be required to take a College Placement Test.

Please note that admission to South Suburban College does not necessarily guarantee acceptance to the Medical Assistant Certification Program.

Following the application deadline, students are selected based on the criteria below:

1. GPA
2. Space availability

## CLINICAL EXTERNSHIP PROCESS

---

Clinical assignments are coordinated by the MAS Clinical Coordinator. Externship Assignments are based on availability. Students should expect to drive an hour or more to an externship site. All required documentation and forms must be submitted prior to receipt of a clinical placement.

## CURRICULUM SEQUENCING

---

The Medical Assistant Certificate Program curriculum is sequenced to provide the student with the best possible learning experience. Students who do not successfully complete each level of the class sequence may not progress to the next semester. A grade of “C” or better is required in all Medical Assistant courses in order to continue to the next semester. (See MAS Program Coordinator for more information)

<b>Semester One</b>	
MAS 105	Administrative Medical Assistant I.....3
MAS 106	Clinical Medical Assistant I.....3
MDR 115	Medical Law and Ethics .....3
OAT 170	Business English.....3
<b>Semester Two</b>	
MAS 101	Pharmacology for Health Care Professionals .....2
MAS 107	Administrative Medical Assistant II.....3
MAS 108	Clinical Medical Assistant II .....3
PSY 101	Introduction to Psychology .....3
<b>Semester Three</b>	
MAS 111	Medical Assistant Externship.....3

# MEDICAL ASSISTANT PROGRAM COURSE DESCRIPTIONS

---

## **MAS 101      Pharmacology for Health Care Providers      (2, 3)**

***Prerequisite:*** Admission to the program, BIO115 or BIO185/186, MIS101, MAS104 and HIT103

The focus of this course is on pharmacological principles and the disease process. The student will be taught relationships between drugs, drug interaction and drug application for specific diseases.

## **MAS 104      Medical Office Foundations      (1, 1)**

***Prerequisite:*** None

This course explores opportunities available for student's interested medical assistant, medical transcriptionist and coding/billing specialist careers. Included will be an introduction to the basic skills needed to perform these jobs.

## **MAS 105      Administrative Medical Assistant I      (3,3)**

***Prerequisite:*** Admission to the program, BIO 115 or BIO 185/186, CIS 101, MAS 104, MDR 103 and concurrent with MAS 106, MDR 115 and OAT 170

This course introduces the student to the role of the administrative medical assistant. It covers the flow of activities from the time a patient first makes an appointment leading to the time when the patient first arrives for services.

## **MAS 106      Clinical Medical Assistant I      (3, 4)**

***Prerequisite:*** Concurrent with MAS 105, MDR 115, and OAT 170

This course introduces reviews introductory skills performed by the medical assistant. These skills include: maintaining medical asepsis, obtaining vital signs, measuring hearing and vision acuity, recording electrographs and performing spirometry.

## **MAS 107      Administrative Medical Assistant II      (3, 3)**

***Prerequisite:*** MAS 105; concurrent with MAS 101, MAS 108 and PSY 101

This course introduces the medical assistant to coding of patient diagnosis along with office procedures for proper payment/ reimbursement by the insurance company.

## **MAS 108      Clinical Medical Assistant II      (3, 4)**

***Prerequisite:*** MAS 106; concurrent with MAS 101, MAS 107 and PSY 101

This course presents an overview of basic medical office laboratory skills. The student will be introduced to blood drawing and routine physician office laboratory screening procedures.

## **MAS 111      Medical Assistant Externship      (3, 12)**

***Prerequisite:*** MAS 107, MAS 108

Students are placed in an ambulatory care setting for practical application of the administrative and clinical skills acquired in the medical assistant program. Students will be under the supervision of the program coordinator and the partnering medical facility for the entire duration of the clinical extern experience. Each student must complete 160 unpaid externship hours, upon completion of externship and successful completion of the MAS program. Students will be eligible to sit for certification through the AMT.