

Career Opportunities

Program graduates will receive the training and education needed for entry-level jobs in the private offices of health care professionals, hospitals, nursing homes and health care facilities.

According to the Bureau of Labor Statistics within the U.S. Department of Labor, medical assisting is projected to be one of the fastest growing occupations over the 2002-2012 period, with 36 percent or more job growth expected.

60% of medical assistants work in physicians' offices

14% work in hospitals

10% work in other health care offices such as chiropractic offices, optometrist offices, etc.

16% work in other areas including education, outpatient care, state and local government agencies, laboratories, nursing care, etc.

Lincoln Trail College is one of the Aspen Institute's top 120 community colleges in the nation for its completion rates and academic and workforce outcomes.

** For more information about our graduation rates, the median debt of students who completed the program, and other important information, please visit our website at www.iecc.edu/consumer/.*



Contact Information

To learn more about LTC's Medical Assistant Program, contact Pauletta Gullett at (618) 544-8657, ext. 1383 or Gayle Zaring at (618) 544-8657, ext. 1168.

Financial Assistance

To be considered for financial aid, you must complete the FAFSA (Free Application for Federal Student Aid). FAFSA information is used to determine your eligibility for federal and/or state aid, and scholarships. It is also the first step in applying for a federal student loan. The FAFSA should be completed as soon as income taxes are filed in the spring. Applications are available online at www.fafsa.gov. Scholarship opportunities are available online at www.iecc.edu/ltc.scholarships/html

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09/11

Medical Assistant

Illinois Eastern Community Colleges

Lincoln Trail College
Robinson, IL

iecc.edu

Medical Assistant

C192

A three-semester occupational certificate.

Program Description

Lincoln Trail College has collaborated with Crawford Memorial Hospital to offer Medical Assistant certification. This curriculum is designed to meet accreditation standards of the Commission on Accreditation of Allied Health Education Programs (CAAHEP).

Students entering the field perform routine administrative and clinical tasks in health care facilities and the private offices of health care professionals.

While specific job duties vary, medical assistants perform clerical duties such as scheduling appointments, preparing and maintaining patient records, typing reports, processing health insurance forms, ordering supplies and maintaining financial records. Medical assistants also perform clinical tasks such as preparing patients for examinations, taking vital signs, assisting with first aid, collecting and processing specimens, and preparing examination equipment and supplies.

Students successfully completing the program may be certified in the following areas: medical assistant, EKG technician and/or phlebotomy. A background check is required of students enrolled in the program. LTC is a National Testing site for the CMA Certification Exam.

Program Requirements

Medical Assistant certificate

Fall Semester		Hrs.	Credit
BOC	2260	Medical Front Office	3
BOC	2267	Medical Insurance/Coding	4
HEA	1225	Intro to Medical Terminology	2
MTH	1201	Technical Mathematics	2
SPE	1111	Interpersonal Communications	<u>3</u>
<i>Semester Total</i>			<i>14</i>

Spring Semester		Hrs.	Credit
BOC	2210	Office Seminar I	1
ENG	1111	Composition I OR	
ENG	1201	Communications	3
HEA	1208	Clinical Procedures	3
HEA	1210	Medical Asst. Pharmacology	2
LSC	2265	Anatomy for Medical Assistant	3
PHI	2141	Ethics in Medical Community	3
PSY	1101	General Psychology	<u>3</u>
<i>Semester Total</i>			<i>18</i>

Summer Semester		Hrs.	Credit
HEA	2298	Internship	<u>3</u>
<i>Semester Total</i>			<i>3</i>
<i>Program Total</i>			<i>35</i>

This curriculum is designed to prepare students for entry positions in health care. To achieve this goal, all students complete an internship experience in a health care environment.

Job Placement

Lincoln Trail College makes every effort possible to help place its students in meaningful employment. It is naturally assumed each student will also exercise initiative in securing placement.

The student is assisted and encouraged by the program instructor to seek utilization of his or her newly obtained skills following graduation from the Medical Assistant certificate program. Student follow-up is maintained whenever possible to gauge program viability and student success data.

Campus Visit

Interested persons are invited to visit the campus to learn more about the Medical Assistant Certificate Program available at Lincoln Trail College.



For More Information, Contact
LTC - 11220 State Highway 1 - Robinson, IL 62454 - Toll-free 866-582-4322
Toll-free 866-582-4322 - www.iecc.edu/ltc