

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.



Admission Procedures

1. Secure the admission application packet from the Student Services Office, file the completed application with the Admissions Office and pay the appropriate application fee.
OR
Apply online at www.iecc.edu.

Students seeking admission to degree or one-year certificate programs must then follow these steps:

2. Complete college placement exam (ACT, SAT or IECC-administered COMPASS; call the Student Services Office for details). The purpose of the testing is to assist the student in course selection and to improve the probability of student success in college-level work. Failure to take this test will preclude registration as a degree-seeking student for the second term.
3. Submit an official transcript of the high school record or the high school equivalency (GED) and certificate test scores to the Admissions Office.
4. Submit official transcripts and appropriate course descriptions of all previous college work to the Admissions Office prior to registration.

Scholarship opportunities and tuition waiver information is accessible online at www.iecc.edu/ltc.

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03/07

MEDICAL ASSISTANT



LINCOLN TRAIL COLLEGE

11220 State Highway 1
Robinson, IL 62454-5705



618/544-8657 or 866/582-4322

AN ILLINOIS EASTERN COMMUNITY COLLEGE

Medical Assistant

C192

A three-semester occupational certificate.

Program Description

In an effort to keep up with health care employment demands, 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 Medical Assistant program may be certified in the following areas: medical assistant, EKG technician and/or phlebotomy.

Program Requirements

Medical Assistant certificate

Fall Semester		Hrs.	Credit
ACC	1101	Applied Accounting OR	
ACC	2221	Computerized Accounting	2
BOC	1225	Intro to Medical Terminology	2
BOC	2260	Medical Front Office	4
BOC	2267	Medical Insurance/Coding	3
SPE	1111	Interpersonal Communications	3
<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	1603	Practical Pharmacology	1
LSC	2265	Anatomy for Medical Assistant	3
PHI	2141	Ethics in Medical Community	3
PSY	1101	General Psychology	3
<i>Semester Total</i>			<i>17</i>

Summer Semester		Hrs.	Credit
BOC	2211	Office Internship I/Seminar	3
<i>Semester Total</i>			<i>3</i>
<i>Program Total</i>			<i>34</i>

This curriculum is designed to prepare students for entry positions in health care. To achieve this goal, all students complete an internship experience including a minimum of 150 hours 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