

# Medical Assisting

## Program Overview

Biological and Health Sciences Division  
Room C140, (847) 543-2042

www.clcillinois.edu/programs/moa

### MEDICAL ASSISTING

#### (Associate in Applied Science) Plan 21MD

To complete an A.A.S., students must meet General Requirements\* detailed in the current CLC catalog. Visit [www.clcillinois.edu/catalog/](http://www.clcillinois.edu/catalog/) (select Career Programs). All course prerequisites must be met.

#### Required General Education Coursework . . . . 16-20

- BIO 111 Human Form and Function **or**
- BIO 244 Anatomy and Physiology I **and**
- BIO 245 Anatomy and Physiology II . . . . . 4-8
- CMM 111 Communication Skills **or**
- CMM 121 Fundamentals of Speech **or**
- CMM 123 Dynamics of Small Group Discussion **or**
- CMM 128 Interviewing Practices . . . . . 3
- ENG 121 English Composition I **or**
- ENG 120 Technical Composition I . . . . . 3
- PSY 121 Introduction to Psychology . . . . . 3
- Humanities or Fine Arts Elective\* . . . . . 3

#### Required Medical Assisting Coursework . . . . . 32

- HIT 111 Medical Terminology . . . . . 3
- HIT 119 Pharmacology . . . . . 1
- MLT 110 Introduction to Medical Lab Technology . . . . . 2
- MLT 115 Phlebotomy Techniques . . . . . 2
- MOA 111 Clinical Medical Assisting I . . . . . 4
- MOA 112 Basic Medical Office and Billing Procedures . . . . . 4
- MOA 115 Insurance Coding for Medical Assistants . . . . . 3
- MOA 211 Clinical Medical Assisting II . . . . . 4
- MOA 212 Medical Assisting Externship . . . . . 3
- Medical Assisting Electives (see right) . . . . . 6

#### Additional Required Coursework . . . . . 12

- AOS 112 Computer Basics/Software Application **or**
- CIT 120 Introduction to Computers . . . . . 3
- CIT 111 Comprehensive Spreadsheets **or**

- CIT 112 Comprehensive Database **or**
- CIT 119 Introduction to Office Software . . . 3
- General Electives . . . . . 6

Total Hours for A.A.S. Degree . . . . 60-64

#### Medical Assisting Electives

- Recommended electives:
- AOS 214 Administrative Office Procedures 3
  - BUS 115 Elements of Supervision . . . . . 3
  - HIT 215 Medical Science . . . . . 3
  - PED 228 First Aid/CPR . . . . . 2

### MEDICALASSISTING (Certificate) Plan 21MA

- AOS 112 Computer Basics/Software Applications **or**
- CIT 120 Introduction to Computers . . . . . 3
- BIO 111 Human Form and Function **or**
- BIO 244 Anatomy and Physiology I **and**
- BIO 245 Anatomy and Physiology II . . . . . 4-8
- HIT 111 Medical Terminology . . . . . 3
- HIT 119 Pharmacology . . . . . 1
- MLT 110 Introduction to Medical Lab Technology . . . . . 2
- MLT 115 Phlebotomy Techniques . . . . . 2
- MOA 111 Clinical Medical Assisting I . . . . . 4
- MOA 112 Basic Medical Office & Billing Procedures . . . . . 4
- MOA 115 Insurance Coding for Medical Assisting . . . . . 3
- MOA 211 Clinical Medical Assisting II . . . . . 4
- MOA 212 Medical Assisting Externship . . . . . 3
- PSY 121 Introduction to Psychology . . . . . 3

Total Hours for Certificate . . . . . 36-40

### HEALTHCARE OFFICE ASSISTANT (Certificate) Plan 21ME

- HIT 111 Medical Terminology . . . . . 3
- MOA 112 Basic Medical Office and Billing Procedures . . . . . 4

Total Hours for Certificate . . . . . 7

## Typical Jobs \*

- Medical Assistant
- Certified Medical Assistant (CMA)
- Clinical Assistant
- Chiropractor Assistant
- Ophthalmic Assistant
- Occupational Health Worker
- Billing Manager
- Practice Manager
- Medical Administrative Assistant
- Unit Secretary

## Salary Range \*

Up to \$45,000

## Job Outlook \*

Employment of medical assistants is expected to grow much faster than the average due to technological advances in medicine and an aging population.

## Employers

- Doctors' offices
- Urgent care centers
- Insurance companies
- Occupational health facilities
- Medical malpractice law offices
- Colleges

\* Career information is based on data from the Bureau of Labor Statistics for the Chicagoland area.



# Medical Assisting

## Clinical Externship

Students must present a current CPR and First Aid card just prior to enrolling in MOA 212. MOA 212 is a Clinical Externship and requires the student to not only attend class but to work at a contracting site for 10 hours/week for 16 weeks without compensation.

## First Step: Attend an Info Session

Attendance date must be no more than one year prior to the screening deadline of the year for which you are applying.

For dates, times and locations, call (847) 543-2042 or visit [www.clcillinois.edu/info/health](http://www.clcillinois.edu/info/health).

## How to Register

View the program requirements at [www.clcillinois.edu/programs/moa](http://www.clcillinois.edu/programs/moa).

It is strongly recommended that students meet with the MOA faculty advisor every semester prior to registering for classes.

**Technical Standards** exist for this program, visit [www.clcillinois.edu/programs/moa](http://www.clcillinois.edu/programs/moa).

## Frequently Asked Questions

### How much does the program cost?

Approximately \$4,000.

### How long does it take to complete?

2 semesters full time, 4 semesters part time.

### Where is the program located?

The core Medical Lab (MLT) and Medical Assisting (MOA) courses are offered at the Lakeshore Campus in Waukegan. Other courses are available at the Grayslake Campus.

## Accreditation & Certification

The Medical Assisting Program is currently working through the process of seeking accreditation from the Commission on Accreditation of Allied Health Education Programs (CAAHEP) through the American Association of Medical Assistants (AAMA). After accreditation is granted, students are then eligible to sit for the certification exam and earn the Certified Medical Assistant credential.

## About Medical Assisting

The Medical Assisting Program prepares students to work as Medical Assistants in a variety of settings. Medical Assistants perform administrative and clinical tasks to keep the offices of physicians, chiropractors and other health professionals running smoothly.

The tasks vary by office and specialty area. In smaller offices, Medical Assistants are usually generalists, providing both administrative and clinical support. In larger practices, Medical Assistants often specialize in certain areas.

**Administrative duties** may include tasks such as scheduling and receiving patients, preparing and maintaining medical records, handling telephone calls and written correspondence, medical transcription, completing and submitting insurance claims and maintaining practice finances.

**Clinical duties** may include asepsis and infection control, taking patient histories and vital signs, performing first aid and CPR, preparing patients for procedures, performing electrocardiograms (ECGs), assisting the physician with examinations and treatments, performing suture removal, collecting and processing specimens, performing selected lab and diagnostic tests, administering medications (injections) and drawing blood (venipuncture).

Students interested in Medical Assisting should have a sincere desire to work with patients directly in an outpatient setting and a sincere interest in wanting to help people maintain and improve their health.

## Contact Info

19351 W. Washington Street  
Grayslake, IL 60030

## Biological and Health Sciences

Phone: (847) 543-2042

## Student Experiences

*"I like how our class is more like a conversation, rather than a lecture... Small class sizes are great for student and teacher relationships."*

- Gina Zavala

*"My favorite class is Medical Lab. I enjoy the hands-on training with the laboratory testing and lab equipment... The instructors are very informative and helpful. They care a lot about their students' education."*

*"My goal is to obtain a bachelor's degree... CLC helped me prepare for my career by providing career counseling."*

- Michelle Pearson

