



Medical Assistant (420)

Associate of Applied Science

ABOUT OUR PROGRAM

The Associate Degree of Applied Science in medical assisting program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of MAERB (Medical Assistant Education Review Board)

Commission on Accreditation of Allied Health Education Programs
1361 Park Street Clearwater, FL 33756
727-210-2350 www.caahep.org

When students have completed the curriculum for medical assisting including a 160 hour unpaid externship, the student will be eligible for national certification through the AAMA (American Association of Medical Assistants) which offer the CMA (certified medical assistant) credential or through the AMT (American Medical Technologist) which offer the RMA (registered medical assistant) credentials

NATURE OF WORK AND EMPLOYMENT

Demand for medical assistants is expected to far exceed supply in the next few years. In fact, locally, there is already a shortage of these workers, as reported by local human resource executives. These workers are highly desirable in clinic settings, with multiple technical skills which provide flexibility to clinical managers and frees up nursing staff for higher level activities. Statewide projections are also dramatically good for this occupational group, with most employment occurring in physician's offices, hospitals, and offices of other health care providers (nurse practitioners, etc.).

SPECIAL CONSIDERATIONS

Students entering the health care professions (i.e. nursing, medical assistant) must have a positive attitude about the importance of the work that they are being prepared to do. In part, a professional attitude involves personal integrity, the use of positive communication techniques, flexibility in regards to clinical assignments, and taking on a leadership role when necessary.

PROGRAM CONTACTS

Call Highland at 815-235-6121 for the following program contacts:

- Jennifer Grobe, MSN, RN. CCM, CNE, Associate Dean of Nursing and Allied Health, 815-599-3688
- Alicia Kepner, Medical Assistant Faculty, 815-599-3679
- Heather Moore, Medical Assistant Student Advisor, 815-599-3483

TO BE CONSIDERED FOR THE PROGRAM, STUDENTS MUST HAVE:

1. A completed high school diploma or General Education Diploma (GED) on file with the admissions department.
2. Official transcripts from all colleges attended must be submitted to the Admissions Department and an unofficial copy to the Nursing/Allied Health Department.
3. HCC placements test results indicating that the applicant does not need any reading development course, does not need any math course below MATH158, and does not need any English communication course below ENGL 121.

Successful completion of appropriate courses will satisfy any deficiencies identified by placement tests.

4. The student's Grade Point Average (GPA) must be a 2.5 or higher. Some prerequisite courses may be in progress at the time of application. Students are not admitted until all prerequisite courses are successfully completed. All prerequisite and support courses must be completed with at least the grade of "C" or better.
5. Complete program entrance exam.
6. Submit application & other admission requirements to the Coordinator of Nursing & Allied Health by May 1st.

**Program requirements are subject to change. For the most current admission criteria see our web page.