

# Lakeland

COMMUNITY COLLEGE

PROGRAM GUIDE

**Applied Studies Division**

## Medical Assisting and Administrative Medical Office Assistant

- Administrative Medical Office Assistant  
Nine-month Certificate

Credits from this program transfer directly to the medical assistant program below.

- Medical Assisting  
One-year Certificate

 Opportunity  
starts **HERE**

[lakelandcc.edu](http://lakelandcc.edu)



# Medical Assisting and Administrative Medical Office Assistant



Medical assistants are multiskilled health professionals who work with doctors and patients to perform clinical and administrative duties. They work in medical offices, clinics and urgent care facilities. Clinical duties include performing medical tests, handling medications, helping with exams and educating patients. Administrative duties include registering patients, managing the office, bookkeeping, coding and billing insurance.

Medical assistants who are certified are in high demand. They work directly with patients so they must like people contact in their job. Being able to think critically, multitask and display patience and discretion are important attributes as well. Most medical assistants work regular office hours during the day, while some work part-time, evenings or weekends.

## Career Opportunities

Employment of medical assistants is projected to grow by 29 percent, much faster than the average for all occupations. There were 634,400 medical assistants employed in the U.S. in 2016 (BLS.gov). About 60 percent of medical assistants work in doctor's offices with the remainder working in hospitals, outpatient facilities, government agencies, laboratories and nursing care facilities. Employment growth in this career is due to the aging of the baby boomer generation, technological advancements, and a surge in the number of physicians' offices and outpatient care facilities

Advancement Opportunities	Clinical and Administrative Medical Specialties
Clinical team leader	Podiatry
Lead medical assistant	EKG/cardiology technician
Medical office manager	Ophthalmology
Medical records manager	Obstetrics/gynecology (OBGYN)
Health care administration	Pediatrics
Executive medical office secretary	Medical billing and coding
Medical assistant instructor	Medical administrative assistant

## The Lakeland Advantage

- Classroom experience includes a brand-new, state-of-the-art instructional facility with a medical office, examination room and equipment to simulate a real medical office.
- Students gain 200 hours of hands-on clinical experience in local health care facilities.
- Graduates are eligible to take the national certification exam to become a Certified Medical Assistant (CMA).

## Lakeland's Program

- Full-time 12-month certificate program.
- Part-time option available and spread over the course of two years.
- Entrance in the fall semester.
- Clinical and administrative courses in addition to general education courses.
- Clinical experience takes place during the summer.

## For more information

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Medical Assisting Program Director  
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lakelandcc.edu/medassist



## Medical Assisting Certificate/Area of Specialization (3550)

The goal of the program is to prepare competent entry-level medical assistants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains. Medical assistants are multi-skilled health professionals specifically educated to work in ambulatory settings performing administrative and clinical duties. The practice of medical assisting directly influences the public's health and well-being, and requires mastery of a complex body of knowledge and specialized skills requiring both formal education and practical experience that serve as standards for entry into the profession.

Administrative responsibilities may include telephone triage, updating and filing patient medical records, scheduling appointments, billing, and bookkeeping. Clinical duties may include taking vital signs and medical histories, preparing patients for examination, instructing patients, and performing basic diagnostic testing.

All students enrolled in a nursing or allied health program/certificate must complete a criminal background check. In accordance with clinical site requirements, students with a criminal record may be ineligible to participate in a clinical course/rotation/practicum. Delays, for any reason, in obtaining background results may cause an interruption in the clinical rotation sequence or inability to complete program requirements. Additional background screening may be required by individual facilities.

Drug testing may be requested in accordance with clinical affiliation requirements and/or for patient/student health and safety.

A minimum GPA of 2.0 and a "C" grade or higher is required in all science and program-specific courses for graduation. Satisfactory/Unsatisfactory grades may not be used to fulfill health program requirements.

The Lakeland Community College Medical Assisting Certificate Program is accredited by the Commission on Accreditation of Allied Health Education Programs (<http://www.caahep.org>) upon the recommendation of the Medical Assisting Education Review Board (MAERB). Commission on Accreditation of Allied Health Education Programs, 9355 113th Street North #7709, Seminole, FL 33775, phone: 727.210.2350, <http://www.caahep.org>.

### Admission Procedures

**Students must meet specific admission requirements for this program** and are advised to meet with a counselor and the program director.

Listed below are requirements for admission to the Medical Assisting certificate program:

- Complete college application
- Complete college placement test or meet test exemption requirements
  - Composite score of 21 or higher on the American College Test (ACT) or combined score of 940 on the Scholastic Aptitude Test (SAT)
- Place into MATH 0850 Beginning Algebra or successfully completed MATH 0745 Essential Skills for Algebra
- Place into ENGL 1110 English Composition I (A) or ENGL 1111 English Composition I (B) or successfully completed ENGL 0111 Fundamentals of College Literacy
- Applicants must meet with the program director and counselor to review the program prerequisites and requirements


### Admission Procedures' Notes

Applicants must meet with the program director and counselor to review the program prerequisites and requirements.

Applicants who have completed the requirements for admission will be accepted into the program on a space-available basis.



MDAS 1700 Medical Assisting Practicum requires students to be at least 18 years of age and have graduated from high school prior to beginning practicum hours.

**NOTE:** MDAS courses must be taken in sequential order. Please consult with your counselor or program director for assistance in planning your schedule.

Course	Title	Credit Hours
<b>First Semester</b>		
<b>The first semester is in Summer</b>		
ENGL 1110 or ENGL 1111	English Composition I (A) <sup>1</sup> or English Composition I (B)	3
HLTH 1215	Medical Terminology for Health Professions 	3
HLTH 1150 or ITIS 1000	Introduction to Electronic Health Records or Basic Computer Skills	1
<b>Credit Hours</b>		<b>7</b>






## Second Semester

### The second semester is in Fall

HLTH 1100	Introduction to U.S. Health Care System	2
HLTH 1238	Structure, Function, Disease, and Therapeutics of the Human Body	4
HLTH 1500	Ethics and Legal Issues for Health Professionals	2
HLTH 1600	Basic Pharmacology	2
MDAS 1110	Administrative Procedures for the Medical Office 	3
MDAS 1150	Medical Office Insurance and Reimbursements 	3
<b>Credit Hours</b>		<b>16</b>




## Third Semester

### The third semester is in Spring

HLTH 1700	Basic Electrocardiography 	2
MDAS 1210	Basic Patient Skills 	2
MDAS 1220	Specialty Medical Assisting 	3
MDAS 1250	Medical Office Surgical Procedures 	2
MDAS 1300	Physician Office Laboratory 	2
PSYC 1500	Introduction to Psychology <sup>2</sup>	3
<b>Credit Hours</b>		<b>14</b>

## Fourth Semester


### The fourth semester is in Summer

MDAS 1700	Medical Assisting Practicum 	3
MDAS 1800	Medical Assisting Seminar 	1
<b>1st 5 weeks</b>		
MFLT 2151	Blood Collection Techniques 	1
<b>Credit Hours</b>		<b>5</b>

**Total Credit Hours** **42**

<sup>1</sup> English course selection is based on placement test results (ENGL 1111 English Composition I (B) is 4 credits, only 3 credits apply to the certificate).

<sup>2</sup> Students completing this area of specialization for the Multi-Skilled Health Technology degree will use PSYC 1500 Introduction to Psychology to meet the Social and Behavioral Sciences Electives requirement.

 This course is designated as a technical course in the program. Students must earn a "C" grade or higher in the course to fulfill the college's graduation requirements policy.

## Administrative Medical Office Assistant Certificate/Area of Specialization (3549)

The goal of the program is to prepare competent entry-level administrative medical office assistants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains. The responsibilities of an administrative medical office assistant may include telephone triage, updating and filing patient medical records, scheduling appointments, billing, and bookkeeping in a medical office environment.

Upon completion of the certificate students are eligible to take the National Certification Exam for Administrative Medical Office Assistants.

Students should contact the director of admissions or the Counseling Office for details about applying for admission to the program. Students must be formally accepted into the program and are required to meet with the program director prior to starting the program.

### Admission Procedures

**Students must meet specific admission requirements for this program** and are advised to meet with a counselor and the program director.

Listed below are requirements for admission to the Administrative Medical Office Assistant certificate program:

- Complete college application
- Complete college placement test or meet test exemption requirements
  - Composite score of 21 or higher on the American College Test (ACT) or combined score of 940 on the Scholastic Aptitude Test (SAT)
- Place into MATH 0850 Beginning Algebra or successfully completed MATH 0745 Essential Skills for Algebra
- Place into ENGL 1110 English Composition I (A) or ENGL 1111 English Composition I (B) or successfully completed ENGL 0111 Fundamentals of College Literacy
- Applicants must meet with the program director and counselor to review the program prerequisites and requirements

### Admission Procedures' Notes

Applicants must meet with the program director and counselor to review the program prerequisites and requirements.

Applicants who have completed the requirements for admission will be accepted into the program on a space-available basis.

**NOTE:** MDAS courses must be taken in sequential order. Please consult with your counselor or program director for assistance in planning your schedule.

Course	Title	Credit Hours
<b>First Semester</b>		
<b>The first semester is in Fall</b>		
ENGL 1110 or ENGL 1111	English Composition I (A) <sup>1</sup> or English Composition I (B)	3
HLTH 1215	Medical Terminology for Health Professions	3
MDAS 1110	Administrative Procedures for the Medical Office	3
MDAS 1150	Medical Office Insurance and Reimbursements	3
<b>Credit Hours</b>		<b>12</b>
<b>Second Semester</b>		
<b>The second semester is in Spring</b>		
HLTH 1150	Introduction to Electronic Health Records	1
HLTH 1238	Structure, Function, Disease, and Therapeutics of the Human Body	4
HLTH 1400	Customer Service and Healthcare	2
<b>Credit Hours</b>		<b>7</b>
<b>Total Credit Hours</b>		<b>19</b>

<sup>1</sup> English course selection is based on placement test results (ENGL 1111 English Composition I (B) is 4 credits, only 3 credits apply to the certificate).

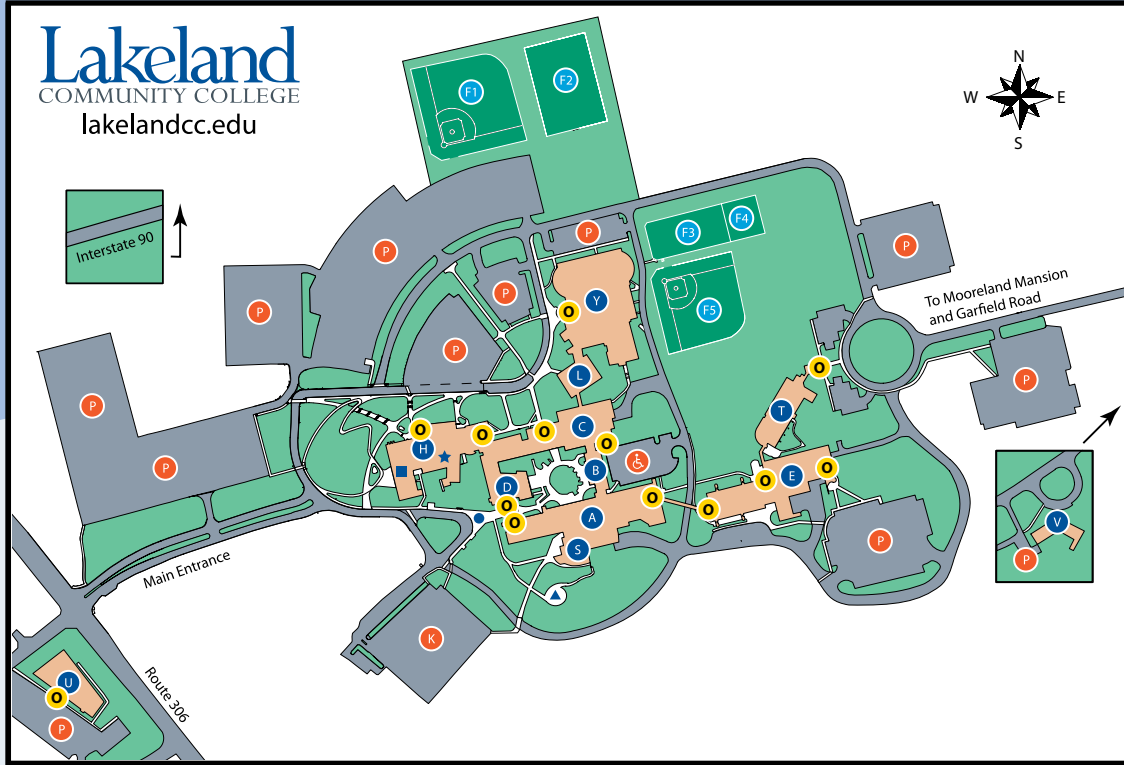
# NOTES:



# NOTES:







#### CAMPUS MAP

- |  |                                     |  |
|--|-------------------------------------|--|
| <b>A</b> A-Building/<br>Student Service Center | <b>F4</b> Multi-Purpose Court       | <b>V</b> Mooreland Mansion   |
| <b>B</b> B-Building                            | <b>F5</b> Softball Field            | <b>Y</b> Athletic & Fitness Center                                       |
| <b>C</b> C-Building                            | <b>H</b> H-Building                 | <b>●</b> Clocktower  |
| <b>D</b> D-Building                            | <b>K</b> Faculty Staff Lot          | <b>★</b> Dental Hygiene Clinic   |
| <b>E</b> E-Building                            | <b>L</b> Teaching Learning Center   | <b>♿</b> Handicap Parking  |
| <b>F1</b> Baseball Field                       | <b>P</b> Parking                    | <b>■</b> HIVE  |
| <b>F2</b> Soccer Field                         | <b>S</b> S-Building/Breakers Dining | <b>▲</b> Mind Ladders  |
| <b>F3</b> Tennis Courts                        | <b>T</b> T-Building                 | <b>○</b> Open Entrances and Temperature<br>Check Station during COVID-19 |
|  | <b>U</b> Holden University Center   |  |

#### Quality Education

Professors at Lakeland are experts in their fields with real-world experience. Lakeland prepares you for a high-demand career or for transfer to a four-year college or university. Access to bachelor's and graduate degrees is available on campus from partner institutions through Lakeland's Holden University Center ([lakelandcc.edu/uc](http://lakelandcc.edu/uc)).

#### Affordable Tuition

Lakeland's tuition is about one-third the cost of most four-year schools. More than 50 percent of Lakeland students receive some form of financial assistance ([lakelandcc.edu/tuition](http://lakelandcc.edu/tuition)).

#### Convenience

Lakeland offers convenient day, evening, weekend and online courses ([lakelandcc.edu/schedule](http://lakelandcc.edu/schedule)).

#### Focus on Students

Lakeland offers a variety of student services to help you succeed, such as counseling, tutoring, computer labs, career services, free parking and affordable child care.

## Opportunity starts HERE

**Visit** us on campus or online. Call 440.525.7900, email [recruitmentcenter@lakelandcc.edu](mailto:recruitmentcenter@lakelandcc.edu) or visit [lakelandcc.edu/visit](http://lakelandcc.edu/visit) for a campus tour.

**Apply** online: [lakelandcc.edu/apply](http://lakelandcc.edu/apply)

#### Accreditation

Lakeland Community College is accredited through the Higher Learning Commission (HLC) and participates in the Academic Quality Improvement Program (AQIP). The Higher Learning Commission, 230 South LaSalle Street, Suite 7-500, Chicago, IL 60604-1413, phone: 800.621.7440, [hlcommission.org](http://hlcommission.org).