

Dear Tentative Medical Assisting Student:

We are pleased you are considering the Medical Assisting program and have placed your name on its waiting list. This "Question and Answer" booklet will give you some information about the program. Please schedule a counseling session to answer any additional questions you may have.

Cordially,

Cindy Watkins Rn, MSN
Coordinator, Medical Assisting Program

Dr. Richard McCarbery
Allied Health & Nursing Counselor
Lorain County Community College

What are medical assistants?

Medical Assistants are multiskilled allied health professionals who perform a wide range of roles in physicians' offices, clinics, and other health care settings. They are proficient in a multitude of administrative and clinical tasks and are widely viewed by physicians as vital members of the health care delivery team.

The duties of medical assistants differ from office to office. In smaller practices, medical assistants are usually "generalists," handling both administrative and clinical duties. In many larger practices, the medical assistant may become a "specialist."

Administrative duties may include:

- greeting patients
- answering phones and scheduling patients
- preparing correspondence
- handling billings and bookkeeping
- completing insurance forms
- purchasing and maintaining supplies and equipment

Clinical duties may include:

- taking vital signs and medical histories
- preparing and assisting in patient exams
- collecting and preparing lab specimens or performing lab tests
- preparing and administering medications as directed by a physician
- drawing blood
- performing EKGs
- removing sutures and changing dressings

The U.S. Bureau of Labor Statistics has determined that medical assisting is one of the nation's fastest growing professions!

The Medical Assisting program at LCCC offers students the opportunity to integrate classroom theory with college laboratory practice, as well as hands-on experience in local health care agencies and physician's offices. It is a two semester program leading to a Certificate of Proficiency in Medical Assisting.

What personal characteristics are needed to be successful in medical assisting?

Students who are successful in medical assisting are emotionally mature, academically able, highly motivated, self-disciplined and willing and able to devote a considerable amount of time to their program. They are patient and enjoy working with and serving people. They are able to follow orders.

What basic academic skills are needed in the medical assisting program?

Students who are successful in medical assisting have good skills in reading, writing, mathematics and science. High school biology is recommended as well as keyboarding (typing) and basic computer skills.

What can I do if I have not had these courses or my skills are weak?

The College offers course work through the Developmental Education Division and other divisions that can satisfy these deficiencies. Your counselor can recommend specific courses to fit your situation.

What are the requirements for admission to the program?

You must be a high school graduate or have a G.E.D. See the Letter of Intent for more information.

How long will it take before a clinical place is available?

The LCCC Admission Office can give you an estimate of when you will be able to start the clinical portion of your medical assisting program. Because it is an estimate, it could be inaccurate by as much as a year or more depending on circumstances over which the

College has no control. We recommend that you **do not** make major changes in your life, such as quitting a job or moving, until you have been accepted into the clinical portion of your program.

When does the first medical assisting course begin?

The first medical assisting course begins fall semester. The program is two semesters long and includes fall and spring semesters.

How will I know when a clinical place is available?

You will be notified by the Admission Office and be required to make a \$50 non-refundable deposit to hold your clinical place. There will be a deadline date by which you must pay or lose your place. The \$50 deposit will be applied toward your tuition. Your letter notifying you of a clinical place will give you detailed instructions on the registration process. Your physical exam form will also be sent at this time. A physical examination is a requirement for entrance into the clinical part of the medical assisting program.

Can I re-enter the program if I withdraw?

Yes. Students who withdraw from the program without completing the first medical assisting course should immediately file a new Letter of Intent and when their name comes back up on the list another place will be offered to them. Students who complete the first medical assisting course or beyond and withdraw should see the Allied Health and Nursing counselor immediately to arrange for re-entry. Proficiency students, re-admits and transfers from other programs are re-admitted as places are made available when other students withdraw from the program. No students should withdraw from the program without discussing their situation with the medical assisting faculty and Allied Health and Nursing counselor. Formal withdrawal procedures must be followed.

What facilities are used for clinical training?

The medical assisting program is currently using local physicians' offices.

Is transportation provided to the clinical facilities?

No. Students must provide their own transportation.

Does the college have baby-sitting services?

Yes. Inquiries should be made at the Child Care Center, ext. 4038.

How is the first semester of the medical assisting program set up?

- (1) A daytime lecture is held at the College two days a week.
- (2) A daytime college laboratory is held one or two hours per week where you will learn and practice basic procedures with your instructor.
- (3) A daytime clinical experience is held with a College supervisor one day a week for five hours (Fall semester) and eight hours (Spring semester).

Will I be able to schedule required medical assisting courses at times near or convenient to my other required courses?

Because the times medical assisting courses are scheduled cut across many hours, it may be necessary for medical assisting students to schedule classes at times that are not convenient. Medical assisting students, for instance, may have to take a required course in the evening.

