



June 13th, 2022

To Whom It May Concern,

We are excited that you are interested in the opportunity to obtain your Certified Medical Assistant certificate with Sarah Bush Lincoln and Lake Land College. SBL is excited to help you move your career into a new direction. Class size is limited; you must meet the following criteria to be considered for the program:

- Employee must have been employed with SBL for 90 days.
- Employee must commit to a year of employment with SBL after the completion of the CMA program.
- Employee cannot have a critical corrective action within the last 12 months.
- Employee must complete an 8 hour Job Shadowing at SBL with a CMA.
- Employee must complete an interview with the Lake Land College Medical Assistant Program Director.

It is important to submit the following information by July 1st, 2022 to Tracey McCord in Employee and Organizational Development. Applications will be reviewed by a committee to choose who will be selected by July 5th, 2022 to attend the first session of this program that starts August 22nd, 2022.

Please complete and submit the following:

- CMA Bridge Employee application form (enclosed)
- Agreement of Expectation (enclosed)
- LLC Intent to enroll (enclosed)
- Letter of recommendation from your current leader

Please submit all information to Tracey McCord in EOD. If you have any questions please contact Tracey at 238-4987 or via email at TMcCord@sblhs.org.

Sincerely,

A handwritten signature in black ink, appearing to read "Lorenzo Smith", with a stylized flourish at the end.

Lorenzo Smith
Director of Employee & Organizational Development

LAKE LAND COLLEGE

Medical Assistant Bridge

NDP.MAP

The Medical Assistant Bridge is an accelerated program for qualified certified nursing assistants who wish to become a medical assistant. The program will prepare graduating students to function in the role of a Medical Assistant who will act as a liaison between the physician and the patient. Medical assistants are skilled healthcare workers who demonstrate their knowledge in both clinical and administrative areas including billing and coding, maintaining medical records, completing basic clinical assessments, recording vital signs, preparing patients for examination, collecting blood specimens, performing basic laboratory tests, preparing and administering medications and assisting physicians with treatment and/or minor procedures.

<u>Summer Semester</u>		<u>Semester Hours</u>
MAP 092	Clinical Skills	4.0
MAP 094	Med Assist A&P	3.0
Total		7.0
<u>Fall Semester</u>		<u>Semester Hours</u>
MAP 096	Capstone	3.0
MAP 084	Med Assist Pharmacology	3.0
Total		6.0
TOTAL HOURS		13.0

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Class will meet every Tuesday from 4pm-8pm in the Education Center at Sarah Bush

LAKE LAND COLLEGE

Medical Assisting Bridge program

Course Descriptions

Summer Semester:

Clinical Skills (MAP 092):

This course prepares a CNA to perform the various clinical skill sets of the medical assistant.

On the first day of class the instructor will meet with each student and go over the basic CNA skills and the student will be checked off on these skills.

- Nutrition and wellness- label reading, patient education and health promotion
- Medical history- obtain patient history, formulate chief complaint, identify abnormal behavior patterns
- Physical exam assistance- assist with physical and specialty exams, demonstrate proper body mechanics,
- Sterilization and surgical instruments- identify common instruments, disinfection and sterilization techniques, autoclave
- Minor office surgery assistance- assist with minor office procedures, sterile field technique, demonstrate removal of sutures and staples
- Lab testing- safety measures in the lab, specimen collection, quality control measures
- Electrocardiogram- perform EKG's, recognize lethal rhythm strips
- Phlebotomy- identify problems associated with venipuncture, prepare and demonstrate a venipuncture, pediatric phlebotomy, proper handling of specimens after collection
- Emergency procedures- assist with medical emergencies, discuss general rules for emergencies, discuss common office emergencies.

Med Assist A&P (MAP 094):

This course covers all major body systems, structures, anatomy and physiology, medical terminology, common diseases and diagnostic testing associated with the body systems.

- Cells, skeletal, cardiovascular, urinary, respiratory, gastrointestinal, endocrine, reproductive, blood & lymph, nervous, and muscular.

Fall semester:

Capstone (MAP 096):

This course covers managed care delivery systems, front office procedures, ethical and legal issues and test taking strategies and study techniques for the certification exam.

- Office interactions- office politics, workplace harassment, office safety, etc.
- Managed care delivery systems- discuss the different systems, terminology associated with various insurance types
- Front office processes- accounts payable, invoices, party claims, diagnostic coding
- Ethical and legal issues- scope of practice, negligence, HIPPA
- Exam review- test taking strategies, study techniques, online practice exams
- Essentials for employment- time management, professionalism, etc.

Pharmacology (MAP 084):

This course introduces concepts and applications of pharmacological principles, drug classifications, calculations of drug problems, and procedures of medication administration.

- Principles of pharmacology- identify drug name and categories, usual dosages and side effects, rules/ responsibilities regarding medication administration
- Pharmacology math- calculate dosages, identify parts of the drug label
- Medication administration essentials- demonstrate proper technique, administer oral medications, administer injections
- Pharmacology- learning the top 100 medication you will see in a medical office (what these medications are for, generic and brand name)



CMA Bridge Employee Application Form

Student Name (Legal Name): _____

SBL Employee #: _____

Position Title: _____

Primary Department: _____

How long have you been an employee with SBL? _____

How many TOTAL years have you worked as a CNA? _____

Have you worked as a CNA in the last 2 years? _____

Have you had a Critical Corrective Coaching in the last 12 months? _____

Will you commit to pursuing work as a CMA at SBL upon passing the CMA program? _____

Employee Signature and Date _____



Agreement of Expectation

SBL is excited to help you move your career into a new direction. Please review the following expectations for those participating in this year's CMA program:

- Class participation and attendance are both required.
- If you withdraw from the course, you are required to reimburse SBL the cost of tuition.
- If you fail the course, you are required to reimburse SBL the cost of tuition.
- If you do not accept a position at SBL as a CMA within 90 days, you are required to reimburse SBL the cost of tuition.
- If you leave SBL before your one year commitment post program, you are required to reimburse SBL for the cost of tuition. This includes termination.

In the event that one of these should occur, and the repayment is not made either on or before my termination date, I authorize SBLHS to deduct the reimbursement amount due from my final paycheck.

I understand that this agreement does not represent an employment guarantee and further agree that all other terms and conditions of my employment shall be consistent with the established policies and practices of Sarah Bush Lincoln Health Center.

Employee Signature: _____

Date: _____

Medical Assistant Program 2021-2022

Application Checklist

Important Contacts

Lake Land College
5001 Lake Land Blvd
Mattoon, IL 61938
www.lakelandcollege.edu

Jennifer Melton, Counselor for Allied Health

Luther Student Center, Counseling Services; 217-234-5251

jmelton52502@lakelandcollege.edu

- Assists with the application and registration process.
- Provides general information and advising regarding Allied Health programs, as well as Bachelor's of Science in Nursing completion options.

Hilary Donley, Allied Health Specialist

Neal Hall, 217-234-5447

hcox@lakelandcollege.edu

- Maintains all of the program files.
- Provides general information about the college's allied health programs.

Molly Yeske, Medical Assistant Instructor/ Program Director

Web Hall 021, 217-234-5055

- Provides classroom instruction to students
- Oversees the medical assisting program and accreditation information
- Assists with the application and registration process

Lake Land College's Medical Assistant Program is recognized by:

American Medical Technologists

10700 W. Higgins Rd., Suite 150

www.americanmedtech.org



Higher Learning Commission

230 South LaSalle St. Suite 7-500

Chicago, IL 60604

inquiry@hlcommission.org



National Healthcareer Association

11161 Overbrook Road

Leawood, Kansas 66211



Complete these steps by April 1 of the application year.

- ❑ Complete an Intent to Enroll for Lake Land College—Select “AAS.MAP.TRK” or “CRT.MAP.TRK” as the academic program. This will ensure you are assigned a medical assistant academic advisor. It will also generate a Laker email account; prospective students are expected to check this email account on a regular basis for correspondence.
- ❑ If applicable, send college transcripts to Admissions & Records Office. If courses have been completed at another institution, be sure to request a “Transcript Evaluation” for AAS.MAP.TRK or “CRT.MAP.TRK” from Admissions & Records Office to ensure courses transfer.
- ❑ Complete a Medical Assistant Application indicating interest in the Medical Assistant – Associate Degree Program or Medical Assistant – Certificate Program. These are available online at the Lake Land College website. Select *Admissions, Special Admission Programs*, scroll down to the desired program and select, scroll to find the ‘*Start application process and view program information*’ link. Receipt of this form will prompt the department to start a file and correspondence will begin.
- ❑ Email High School Diploma or proof of GED to the Admissions and Records office, admissions@lakelandcollege.edu.
- ❑ The department will review student information to determine eligibility for the program. Students are considered eligible by completing one of the following:

1. Needs satisfactory scores in 2 of 3 areas of English, Reading and Math on the Lake Land College placement test, ACT/SAT (**tests valid for 5 years**) **OR** by completing college coursework. To schedule placement testing, call the Tutoring and Testing Center at (217) 234-5301.

English: ACT 19+, SAT 480+, Lake Land College placement 64+, completed ENG 007 (Composition Skills) or higher with grade ‘C’ or higher

Reading: ACT 19+, SAT 480+, Placement test 79+, completed RDG 050 with grade ‘C’ or higher (or completion of 30 college credits in good standing)

Math: ACT 19+, SAT 500+, and Lake Land College Placement 57+, completed MAT 005 (Beginning Algebra) or higher with grade ‘C’ or higher

OR

2. Currently working as a healthcare professional with verification of certificate/licensure and employment status. Examples include but are not limited to: Certified Nurse Assistant, Phlebotomist, EMT-B, Physical Therapy Assistant, Dental Hygiene, Radiology Technologist, Paramedic.

***Students must email current certification/license and completed Employment Verification form to hcox@lakelandcollege.edu.** To access the Employment Verification form go to lakelandcollege.edu, select *Admissions, Special Admission Programs*, select desired program, and scroll to find the ‘*Start application process and view program information*’ link.

- ❑ Within 2-3 weeks of receipt of completed Medical Assistant Application Form, applicants will be notified via Laker email regarding eligibility for the program.

- To find out more about the Medical Assistant program, visit <https://www.lakelandcollege.edu/high-demand-programs/medical-assistant/>

Certificate Program Model

<u>First Year: 1st Semester Fall</u>		<u>Semester Hours</u>
MAP070	Med Assist Pathophysiology I	4.0
MAP072	Med Assist Skills I	5.0
MAP074	Medical Office Procedures I	4.0
MAP078	Med Assist Pharmacology I	2.0
	Total	15.0

<u>First Year: 2nd Semester Spring</u>		<u>Semester Hours</u>
MAP076	Medical Office Procedures II	3.0
MAP080	Med Assist Pathophysiology II	4.0
MAP082	Med Assist Skills II	5.0
MAP086	Med Assist Seminar	3.0
MAP088	Med Assist Pharmacology II	3.0
	Total	18.0

<u>First Year: 3rd Semester Summer</u>		<u>Semester Hours</u>
MAP090	Med Assist Externship	3.0
	Total	3.0
	TOTAL HOURS	36.0

Associate Degree Program Model

First Year: 1st Semester Fall		Semester Hours
MAP070	Med Assist Pathophysiology I	4.0
MAP072	Med Assist Skills I	5.0
MAP074	Medical Office Procedures I	4.0
MAP078	Med Assist Pharmacology I	2.0
Total		15.0

First Year: 2nd Semester Spring		Semester Hours
MAP076	Medical Office Procedures II	3.0
MAP080	Med Assist Pathophysiology II	4.0
MAP082	Med Assist Skills II	5.0
MAP086	Med Assist Seminar	3.0
MAP088	Med Assist Pharmacology II	3.0
Total		18.0

First Year: 3rd Semester Summer		Semester Hours
MAP090	Med Assist Externship	3.0
Total		3.0

Second Year: 1st Semester Fall		Semester Hours
ENG120	Composition I	3
AHE055	Math for Meds	2
BIO100	Bio Science I	4
PSY279	Human Development	3
Total		12.0

Second Year: 2nd Semester Spring		Semester Hours
SPE111	Introduction to Speech Communication	3
HED102	Nutrition	3
	Elective	3
	Elective	3
Total		12.0

TOTAL HOURS 60.0

Approved Electives

Electives

- AHE- Any AHE course
- BIO- Any BIO course
- BUS 113
- BUS 114
- HED- Any HED course
- MAT 116- General Education Math
- MAT 125- Statistics
- MCS- Any MCS course
- SOC 280- Intro to Sociology (Or any SOC course)
- PSY 271- Intro to Psychology (or any SOC course)
- CIS 160-Practical Software Application

Medical Assistant Program

On April 1st, a review of files will begin to determine students for Fall admissions. Admission scores are calculated utilizing the following rubric approved by the department.

Medical Assistant Admissions Rubric

Associate Degree Co-Requisites points Points earned based on grades for courses completed.	4 pts=A; 3 pts=B; 2 pts=C D or F not accepted. 0 to 32 points
Currently working as a healthcare professional with verification of certificate/licensure and employment status.*	8 points
Maintain a 2.0 GPA for co-requisite courses	<input type="checkbox"/> Verified
High School Diploma or GED on file	<input type="checkbox"/> Verified
Total Possible Points	_____

*8 admissions points are awarded to students currently working as a healthcare professional with verification of certificate/licensure and employment status. Examples include but are not limited to: Certified Nurse Assistant, Phlebotomist, EMT-B, Physical Therapy Assistant, Dental Hygiene, Radiology Technologist, Paramedic.

Associate Degree Co-Requisite Courses

_____ ENG 120 _____ AHE 055 _____ BIO 100
 _____ HED 102 _____ SPE 111
 _____ Approved Elective** _____ Approved Elective**

****Approved Electives**

Electives

- AHE- Any AHE course
- BIO- Any BIO course
- BUS 113- Keyboarding
- BUS 114- Advanced Formatting
- HED- Any HED course
- MAT 116- General Education Math
- MAT 125- Statistics
- MCS- Any MCS course
- SOC 280- Intro to Sociology (Or any SOC course)
- PSY 271- Intro to Psychology (or any SOC course)
- CIS 160- Practical Software Applications

***In accordance with College policy, a minimum of 30 academic credits must be obtained at Lake Land in order to be eligible to graduate.**

Cost Estimate for Medical Assistant Program Completion*

Associate Degree Program

Semester	Semester Hours	Tuition and Fees \$137.67 per Semester Hour	Course Fees	TOTAL
Fall—1 st yr.	15	\$2065.05	\$375	\$2440.05
Spring—1 st yr.	18	\$2478.06	\$375	\$2853.06
Summer	3	\$413.01	\$150	\$563.01
Fall 2 nd yr.	12	\$1652.04		\$1652.04
Spring 2 nd yr	12	\$1652.04		\$1652.04
Uniform, watch, & shoes				\$150.00
Textbooks and Simulation Learning System (from LLC Bookstore)		\$600		\$600.00
Background check, drug screen and fingerprinting		\$150.00		\$150.00
ESTIMATED TOTAL COSTS				\$10,060.20

***All prices subject to change**

Certificate Program

Semester	Semester Hours	Tuition and Fees \$137.67 per Semester Hour	Course Fees	TOTAL
Fall—1 st yr.	15	\$2065.05	\$375	\$2440.05
Spring—1 st yr.	18	\$2478.06	\$375	\$2853.06
Summer	3	\$413.01	\$150	\$563.01
Uniform, watch, & shoes				\$150.00
Textbooks and Simulation Learning System (from LLC Bookstore)		\$600		\$600.00
Background check, drug screen and fingerprinting		\$150.00		\$150.00
ESTIMATED TOTAL COSTS				\$6756.12

***All prices subject to change**

Functional Abilities

Students seeking admission into the Lake Land College Medical Assisting Program must be able to meet the technical requirements and functional abilities of the academic program and must not pose a threat to the well-being of patients, other students, staff or themselves. An incoming medical assisting student will need, at a minimum, the following types of skills and abilities and will need to maintain and demonstrate these abilities throughout the program. The student must have the ability to perform the following with or without reasonable accommodations:

Physical & Movement	<ul style="list-style-type: none"> • Full range of motion of body joints. • Ability to lift, push, pull or carry heavy objects. • Use hands to handle, control or feel objects, tools or controls. • Repeat the same movements. • Use fingers or hands to grasp, move or assemble objects. • Stand and walk while assisting with exams. • Use stomach and lower back muscles to support the body for long periods without getting tired.
Communication	<ul style="list-style-type: none"> • Communicate effectively in English with clients, families and other health care providers, both verbally and in writing. • Interact, establish rapport with individuals, families, and groups from a variety of social, emotional, cultural and intellectual backgrounds. • Assume the role of a health care team member. • Function effectively under supervision. • Speak clearly so others can understand. • Listen to others • Read and understand written information • Maintain composure when subjected to high stress levels. • Maintain consistent mental alertness
Critical Thinking	<ul style="list-style-type: none"> • Organize and prioritize job tasks. • Demonstrate problem-solving skills in patient care- measure, calculate, reason, prioritize, and synthesize data • Use sound judgment and safety precautions. • Address problems or questions to the appropriate persons at the appropriate time.
Work Environment	<ul style="list-style-type: none"> • Recognize the work environment will include exposure to blood and body fluids and diseases. • Be a team member • Ability to observe a client accurately at a distance and close at hand. This requires functional use of the senses of vision and hearing. • The ability to closely examine images or other forms of output created by diagnostic equipment.
Adaptability	<ul style="list-style-type: none"> • Function effectively under stress • Respond appropriately to emergencies • Adhere to infection control procedures. • Learn to complete tasks without repetitive instructions
Work Ethics	<ul style="list-style-type: none"> • Maintain punctuality, positive work attitude and respect for others, professionalism and the ability to interact with persons of diverse backgrounds. • Follow policies and procedures required by academic and clinical settings. • Adheres to Lake Land College Academic Honesty Policy (per College catalog). • Adheres to Lake Land College Code of Conduct (per College catalog). • Abides by the guidelines set forth in the Health Information Portability and Accountability Act (i.e., the national privacy act).
Information Literacy	<ul style="list-style-type: none"> • Evaluate information and its sources critically • Use information effectively to accomplish a specific purpose, understand the economic, legal, and social issues surrounding the use of information and access and use information ethically.