



Medical Assistant

MISSION STATEMENT

Southwestern Illinois College Medical Assistant Program upholds the dignity and worth of the medical assistant profession. We believe that learning is a life-long process, which enhances our lives as well as enhancing the services provided to our patients. Through the Medical Assistant Program, our purpose is to assist students in the achievement of that belief. The Medical Assistant Program will prepare the student to provide entry-level skills required of a medical assistant. The Medical Assistant Program continually assesses student learning and makes necessary modifications in teaching methods as indicated to best prepare students for practice as a medical assistant.

EDUCATIONAL GOALS

1. Integrate medical terminology, laboratory, common symptoms and diseases related to the body systems in order to assist a provider with patient examinations, procedures and testing.
2. Demonstrate knowledge of basic math computations and units of measurement.
3. Identify proper infection control procedures.
4. Describe and identify dietary nutrients and special dietary needs.
5. Communicate in a professional manner to patients, providers and other health care professionals.
6. Perform administrative functions that pertain to ambulatory care facilities.
7. Perform basic financial practices that pertain to ambulatory care facilities.
8. Demonstrate knowledge of third party reimbursement procedures.
9. Describe and perform procedural and diagnostic coding for ambulatory care facilities.
10. Apply legal concepts in the medical professional practice.
11. Practice ethical and professional boundaries.
12. Apply protective practices when assisting a provider or performing patient testing procedures.

*Submitted by: Dana Woods
Department: HS & HS
Date reviewed: 9/8/2016
Status: Accepted*