

Occupational Title	Standard Occupational Classification (SOC) System Code	2019 Estimated Employment	2029 Projected Employment	Change	Percent Change	Annual Change	Annualized Percent Growth
Medical Records Specialists	29-2072	1,290	1,427	137	10.62	14	1.01

MEDICAL ASSISTANT (One-Year Certificate)
(HCM 1201) Minimum 32 hours

Kayde Pender |(618) 634-3273 | kaydep@shawneecc.edu

This one-year certificate program is designed to prepare the student to provide both administrative and clinical services in a medical office. Medical assistants have a moderate level of patient contact. The profession-specific duties of a medical assistant will vary depending on the legal requirements of the state and on-the-job training, skill level, and capabilities of the medical assistant. Administrative duties may include: managing the flow of patients in and out of the office, updating and filing medical records, filling out insurance information, arranging for hospital admission or laboratory services, and billing. Under the direct supervision of a licensed professional such as a physician, medical assistants also provide direct, hands-on patient care procedures. These procedures may include: monitoring vital signs, explaining treatment procedures, preparing patients for examinations, sterilizing instruments and/or performing routine laboratory procedures and electrocardiograms.

Upon successful completion of the program, students are eligible to take the National Certified Medical Assistant Examination through the NCCT (National Center for Competency Testing).

Please review the Medical Assistant admission information in the college catalog and obtain an informational packet from the Allied Health Administrative Assistant.

FALL SEMESTER			Credit Hours
HIT 100	Medical Terminology		3
BIO 212	Anatomy & Physiology		3
MA 100	Medical Assistant Office Procedures		3
MA 101	Patient Care I		3
MA 102	Billing and Coding		3
MA 103	Medical Law and Ethics		3
TOTAL HOURS			18

SPRING SEMESTER			Credit Hours
MA 104	Professionalism and Safety		3
MA 105	Patient Care II		3
MA 106	Medical Assisting Pharmacology		2
MA 107	Lab Diagnostics		4
MA 108	Medical Assistant Internship		2
TOTAL HOURS			14

Possible Career Opportunities: Medical assistant. Major employers include community health providers, hospitals, and other healthcare facilities.

O*NET Links: www.onetonline.org
 SOC Codes: 31-9092.00

MEDICAL BILLER (Less-Than-One-Year Certificate)

(HIT 2176) Minimum 11 hours

Dr. Ian Nicolaidis | (618) 634-3386 | iann@shawneecc.edu

This less-than-one-year certificate is designed to provide the student with the knowledge and skills necessary for entry-level employment in a variety of health-related facilities as a medical biller.

FALL SEMESTER			Credit Hours
HIT 100	Medical Terminology		3
HIT 109	Introduction to Coding		2
TOTAL HOURS			5

SPRING SEMESTER			Credit Hours
HIT 104	Advanced Medical Terminology		3
HIT 106	Principles of Insurance		3
TOTAL HOURS			6

MEDICAL CODER (Less-Than-One-Year Certificate)

(HIT 2174) Minimum 12 hours

Dr. Ian Nicolaidis | (618) 634-3386 | iann@shawneecc.edu

This less-than-one-year certificate is designed to provide the student with the knowledge and skills necessary for entry-level employment in a variety of health-related facilities as a medical coder.

FALL SEMESTER			Credit Hours
HIT 100	Medical Terminology		3
HIT 109	Introduction to Coding		2
TOTAL HOURS			5

SPRING SEMESTER			Credit Hours
HIT 104	Advanced Medical Terminology		3
HIT 209	Advanced Physician Coding		4
TOTAL HOURS			7

* Shows that these fields are required

Training Program Initial Criteria

Necessary Requirements for Initial Certification
(For programs to be eligible, one of the following two criteria must be met)

1. Is the provider/program seeking WIOA certification currently approved or accredited under an existing process recognized by the State of Illinois?
 Yes
If yes, please check all types of accreditation and approval that apply.
 North Central Association
 Illinois Community College Board
 Illinois State Board of Education
 Other(Specify)

2. Is the program for which WIOA certification is being sought been recognized as meeting industry approved standards such as Pro Start for food services, A Plus for computers and ASE for auto mechanics?
 No
If yes, identify the standard(s)

Training Program Basic Information

1. * Program Name (For Providers Only, if you publish a course catalog, this name must match the one used in the catalog)
 Medical Biller

2. Program Description
 - a. *Please provide a short description of your program. **For Providers Only, this description must be detailed enough so that your program can be identified with a Classification of Instructional Program (CIP) code. If you know the CIP code of your program, please type it in the space provided. If not, leave the data field for the CIP code blank.**
 This less-than-one-year certificate is designed to provide the student with the knowledge and skills necessary for entry-level employment in a variety of health-related facilities as a medical biller.
 - b. * If you know it, what is the 6-digit CIP code?
 510714
 - c. If there is a website that provides more program information, please provide the address.
 - d. * Training Program Type:
 Vocational
 - d. Registered Apprenticeship Type:

3. Is this a credit hour program?
 Yes
If yes, how many credit hours for program completion?
 11.0
 What is the curriculum code for this program (if one exists)?

4. * How many weeks does it typically take to complete this program?
 32

5. What is the total hours of instruction/classroom/lab time?
 165.0

6. * Other than employment, what is the primary goal of the program?
 - Associates Degree
 - Bachelors Degree
 - Certificate of Completion - Apprenticeship
 - Community College Certificate of Completion
 - Employment
 - Industry Recognized Certification
 - License
 - Measurable Skills Gain (Lead to Credential)
 - Measurable Skills Gain (Lead to Employment)
 - Other
 - Secondary School Diploma or GED**If other, specify:**
 If Certification, License, or Registration, what is the name of the certifying, licensing, or registering body?

7. * For Providers Only, please put a check in the box of each O*Net Occupation code where this training program is offered.
 292072 Medical Records Specialists

8. What are the program offerings? (Check all that apply)

<input type="checkbox"/> Full-Time Enrollment	<input checked="" type="checkbox"/> Part-Time Enrollment	<input type="checkbox"/> Internships
<input type="checkbox"/> Non-English Instruction	<input type="checkbox"/> Classroom Instruction	<input type="checkbox"/> Labs
<input checked="" type="checkbox"/> Weekend Classes	<input type="checkbox"/> Night Classes	<input type="checkbox"/> Day Classes
<input checked="" type="checkbox"/> Online/E-Learning Instruction	<input type="checkbox"/> Open Entry/Exit	<input type="checkbox"/> Other(Specify)

If other, specify

9. What are the entry level requirements of the program? (Check all that apply)
 - Drug/Alcohol Screening
 - HS Diploma/GED
 - Associate Degree
 - Bachelor Degree
 - Physical Exam

- Math(Specify)
- Reading(Specify)
- Language(Specify)
- Writing(Specify)
- Prerequisites(Specify)
- Other(Specify)

10. * What is the total cost of this program? (round to the nearest dollar amount)

Tuition :	\$1,540
Books :	\$750
Fees :	\$75
Tests :	
Other Expenses(Materials, Supplies, Tools, Uniforms, etc) :	(Description)
TOTAL COST:	\$2,365

NOTE: The costs listed above are for those individuals who live in-district. Costs may be higher for out of district residents.

11. Types of Financial Aid Available (Check all that apply)

- Pell Grants Illinois Monetary Award Program
- Federal loans(Stafford, PLUS, etc) Institutional Scholarships
- Other(Specify)

If other, Specify

12. * What year was the program established?
2009

13. * Please put a check in the box of each location where this training program is offered.

- 8364 Shawnee College Rd. Ullin, IL 62992
- 601 James R. Thompson Blvd. East St. Louis, IL 62201
- 8364 Shawnee College Road Ullin, IL 62992
- 412 S. Blanche Mounds, IL 62964
- 305 23rd Cairo, IL 62914
- 1150 E. Vienna Anna, IL 62906
- 2403 Walnut Cairo, IL 62914

14. * Has the provider given assurance and certifications that their agency fully complied with the nondiscrimination, equal opportunity, and disability provisions of the Workforce Investment Act of 1998? (29 CFR 37.20, 29 CFR 37.42 & 54)
Yes

15. * Is the facility and programs accessible to all people with disability? (29 CFR 32.3)
Yes

16. Please describe the application procedure for this program. **For Providers Only**, include in this description any documents or materials that the customer should bring when applying for this program.
SCC Application, Request program through advisor.