



Richland Community College

Health Professions

Memorandum

Core Values: Commitment – Respect – Excellence – Accountability - Diversity

TO: Dr. Denise Crews, VP AS and Board of Trustees
FROM: Ellen Colbeck, Dean of Health Professions
SUBJECT: New program - Medical Assisting - SOC Code 31-9092
DATE: December 13, 2017

On December 12, 2017, Academic Standards Committee approved a medical assisting program. Board of Trustee approval is needed before submission to the Illinois Community College Board.

Medical Assisting will be a 34 credit hour certificate delivered over three semesters. A total of 10 courses are required for the certificate. Of those, five are existing courses and five are new. The courses and sequence are on page 2 of this memo.

This will be a selective admission program with a cohort of 15 students beginning each fall semester. Admission criteria will be eligibility for English 101 and Math 098 and completion of HLTH 140 Medical Terminology with a grade C or above.

Medical assistants (MA) work in doctors' offices and clinics where they perform some administrative and clinical duties under the supervision of a physician or other provider. Currently, no medical assisting or similar programs are being offered by the College or other providers within the district. MTI in Springfield has a program as does Parkland College in Champaign. According to Decatur Memorial and HSHS St. Mary's Hospital, those institutions cannot meet their needs. Therefore, they requested development of a medical assisting program.

In a May 12, 2017, meeting with Decatur Memorial Hospital (DMH), their VP of Human Resources reported that DMH hired 28 medical assistants in the last year. At that time, they had six fulltime positions and three part time positions open and expected eight new providers to be added before the end of 2017. The turnover rate was 12 to 15%. A meeting on November 30, 2017, that included the same VP reiterated the continued need for medical assistants. As of that date, DMH had 15 MA openings. The starting pay is \$14 per hour.

According to Emsi, there will be an increase of 24.6% for medical assistants from 2016-2022 in the Richland region within 25 miles of the College. This is higher than the state rate of 12% and the national rate of 15.4%. There were 622 medical assistants in 2016 and 775 are projected in 2022. In October and November 2017, there were 23 job postings for medical assistants on Illinois Work Net. Emsi reports there were 29 unique job posting in an average month from January 2016 through September 2017 for medical assistants. When expanded to 50 miles of the College, there were 1,690 medical assistants in 2016 with an expected growth rate of 17.51% from 2016-2022. Emsi reports the average unique monthly postings from January 2016 through September 2017 for medical assistants in the expanded area was 93.

Based upon the demonstrated need, it is my recommendation that the Board of Trustees approve the Medical Assisting curriculum recently approved by the Academic Standards Committee.

Medical Assisting Certificate

Sequence

Fall

BIOL 106 Issues in Human Biology [3-0-3]

HLTH 130 Phlebotomy [2-6-5]

HLTH 220 Nutrition [3-0-3]

MA 110 Med Office Administration [3-0-3] New course

Spring

ENGL 110 Professional and Technical Writing [3-0-3]

HLTH 197 Electrocardiography [1-0-1] New topic

MA 120 Reimbursement and Coding [3-0-3] New course

MA 121 Patient Care [4-3-5] New course

MA 122 Pharmacology [2-0-2] New course

Summer

MA 135 Clinical Medical Assisting (225 hours) [1-15-6] New course

Medical Assisting – General Specialty Courses		Credit Hours	Medical Assisting Cert.
BIOL 106	Issues in Human Biology	3	X
ENGL 110	Professional & Technical Writing	3	X
HLTH 130	Phlebotomy	5	X
HLTH 197	Basic Electrocardiography	1	X
HLTH 220	Nutrition and Diet Therapy	3	X
MA 110	Medical Office Administration	3	X
MA 120	Reimbursement and Coding	3	X
MA 121	Med Assisting Patient Care	5	X
MA 122	Med Assisting Pharmacology	2	X
MA 135	Clinical Medical Assisting	6	X
Total Hours		34	