

MIDWESTERN CAREER COLLEGE

# YOUR FUTURE, YOUR MCC



# WELCOME

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TODAY WE'RE GOING TO LEARN  
MORE ABOUT YOU.

- Your career goals
- Your interests
- Financing your education
- Your future



# ABOUT US

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## MIDWESTERN CAREER COLLEGE

- Founded in 2004
- **Our Mission:** Provide premier career-focused education to empower students with academic training, technical expertise, and professional support to launch or advance their successful careers.
- **Campuses**
  - Chicago-Main Campus
  - LaSalle-Extension of the Main Campus
  - Blue Island-Extension of the Main Campus
  - Naperville-Extension of the Main Campus
  - Skokie-Extension of the Main Campus



# ABOUT US

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## STATE APPROVAL

Midwestern Career College is approved by the Division of Private Business and Vocational Schools of the Illinois Board of Higher Education (IBHE). For more information on IBHE approval, you may contact Private Business and Vocational Schools Division, Illinois Board of Higher Education, at 1 N. Old State Capitol Plaza, Suite 333 Springfield, IL 62701-1377 at (217) 782-2551; General information website: [info@ibhe.org](mailto:info@ibhe.org); Institutional Complaint Hotline: (217) 557-7359

Midwestern Career College is approved by the Illinois Board of Higher Education (IBHE) to operate and to grant the following Associate of Applied Science degrees:

- Associate of Applied Science in Magnetic Resonance Imaging (MRI)Technology
- Associate of Applied Science in Diagnostic Medical Sonography
- Associate of Applied Science in Non-Invasive Cardiovascular Sonography
- Associate of Applied Science in Surgical Technology
- Associate of Applied Science in Business Administration
- Associate of Applied Science in Accounting
- Associate of Applied Science in Marketing

## ACCREDITATION

Midwestern Career College is accredited by the Commission of the Council on Occupational Education. For more information about the College's accreditation, you may contact Council on Occupational Education, 7840 Roswell Road, Building 300, Suite 325, Atlanta, GA 30350, Telephone: 770-396-3898, Fax: 770-396-3790, [www.council.org](http://www.council.org)

## DEPARTMENT OF VETERAN'S AFFAIRS

*Midwestern Career College is approved by the State of Illinois Department of Veteran's Affairs*

## SEVP CERTIFICATION

*Midwestern Career College is authorized under Federal law to enroll nonimmigrant alien students.*

MIDWESTERN CAREER COLLEGE

# MEDICAL ASSISTING PROGRAM



For additional program information including Consumer Information,  
visit <https://mccollege.edu/consumer-information/>

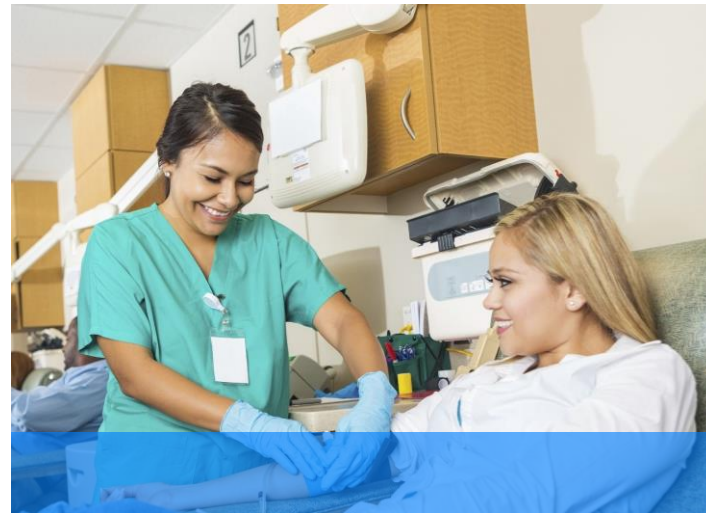
# MEDICAL ASSISTING PROGRAM

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## WHAT IS MEDICAL ASSISTING?

- Medical assistants complete administrative and clinical tasks in the offices of physicians, hospitals and other healthcare facilities.
- Their duties vary with the location, specialty and size of the practice.



# MEDICAL ASSISTING PROGRAM

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## WHAT DO MEDICAL ASSISTANTS DO?

### **Clinical/patient care**

- Handle patient intake and care
- Perform routine diagnostic and recording procedures
- Administer EKG tests
- Conduct pre-examination and examination assistance
- Administer medications and first aid

### **Administrative**

- Appointment booking
- Front desk
- Insurance

## WHERE DO MEDICAL ASSISTANTS WORK?

- Doctors' offices
- Hospitals
- Clinics



# MEDICAL ASSISTING PROGRAM



## Program Duration

- 40 weeks, 2 terms
- 29 credit hours



# MEDICAL ASSISTING PROGRAM



## Curriculum Highlights

- Medical Terminology
- Anatomy and Physiology
- Phlebotomy Technician
- EKG Technician
- Pathophysiology
- Patient Communication and Electronic Health Records (EHR)
- Medical Insurance, Billing, and Coding
- Clinical Medical Assisting

*\*Curriculum is subject to change. See catalog for current course offerings.*

# MEDICAL ASSISTING PROGRAM

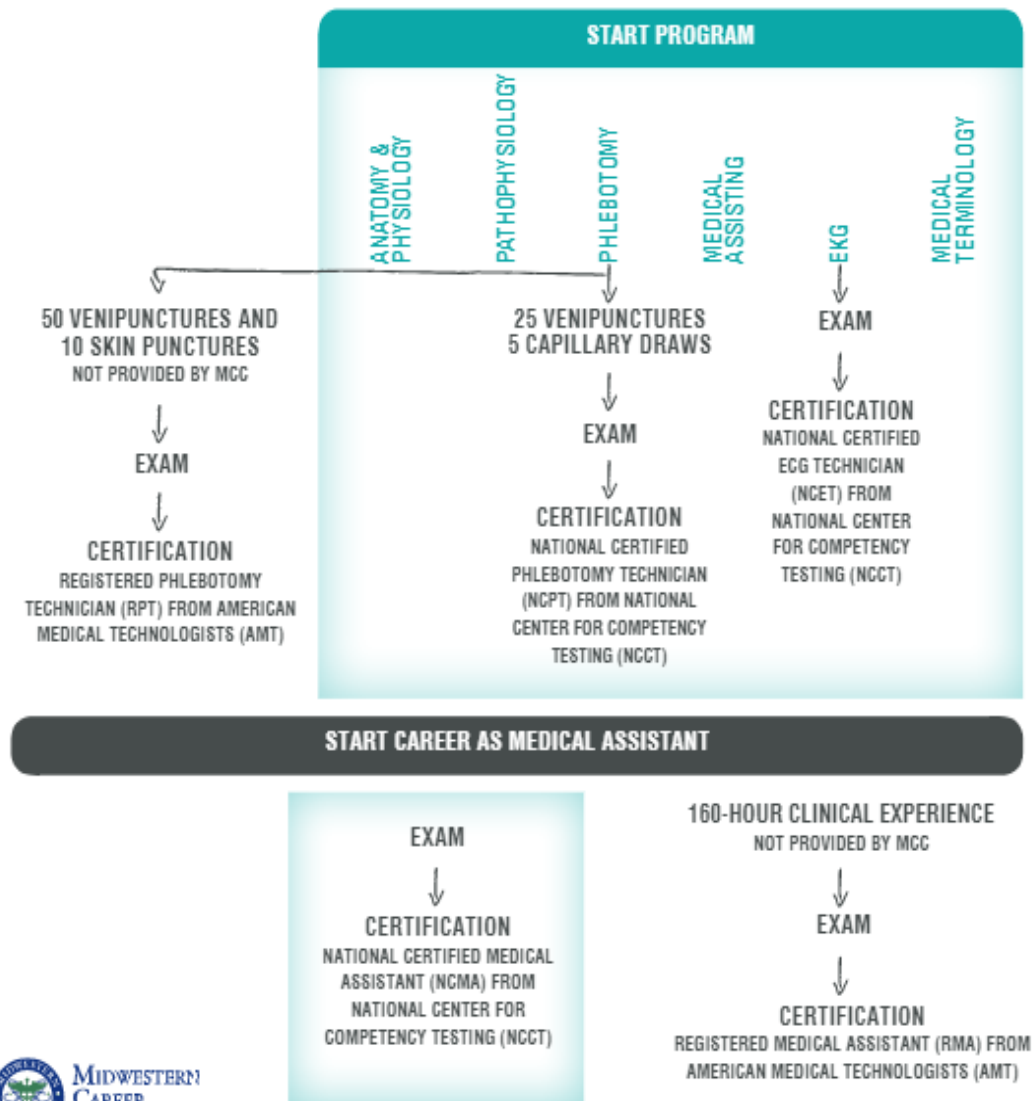


## Industry Certifications

- **Medical Assistant**
  - **Registered Medical Assistant (RMA)** from American Medical Technologists (AMT)
    - Requires 160 hours of clinical experience (not provided by MCC)
  - **National Certified Medical Assistant (NCMA)** through the National Center for Competency Testing (NCCT)
- **Phlebotomy**
  - **National Certified Phlebotomy Technician (NCPT)** through NCCT
  - **Registered Phlebotomy Technician (RPT)** from AMT
    - requires additional draws (not provided by MCC)
- **EKG**
  - **National Certified ECG Technician (NCET)** through NCCT



CERTIFICATE-LEVEL  
**MEDICAL ASSISTING**  
 CERTIFICATION PATHWAYS



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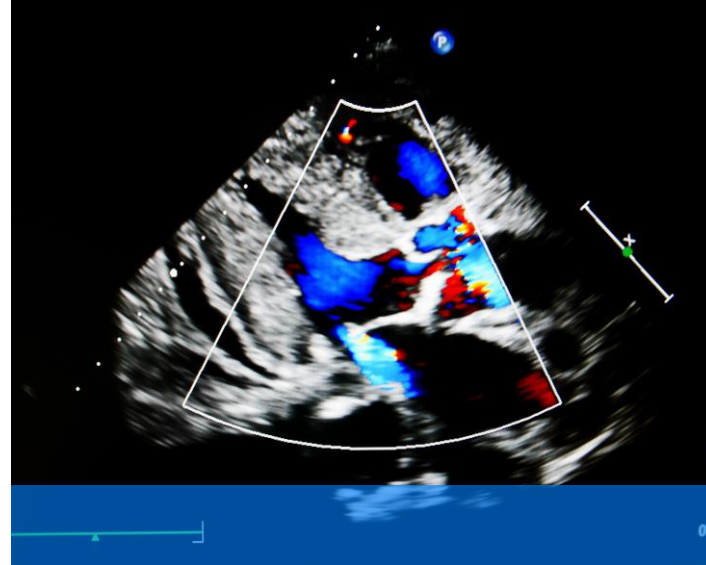
# EXTERNSHIP



Optional Externship: \$150 for 220-hour course

## WHAT IS EXTERNSHIP

- Work-based, non-paid, hands-on learning activity
- Allows you to:
  - Apply knowledge and skills taught in the classroom setting in a real-world, patient-care environment
  - Build your resume
  - Become more employable
  - Grow your network
  - Have exciting experiences



# EXTERNSHIP

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## EXTERNSHIP REQUIREMENTS

- Drug screening
- Second background check (if after one year)
- Up to date with payment plan
- Current resume
- Valid CPR card
- Physical exam and immunization records:
  - TB Step 1 and TB Step 2
  - MMR results
  - Varicella
  - Hepatitis B shot series
- Valid picture identification
- Liability Insurance
- Costs associated with obtaining required documents are student responsibility
- Additional documents may be required for placement at certain sites (Tdap, drug testing, fitness test, etc.)

# EXTERNSHIP

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## EXTERNSHIP SCHEDULE

- Depends on site needs and availability
- 24+ hours per week
- Monday through Friday
- In addition to classroom hours
- ***Not available:***
  - Evenings after 6 p.m.
  - Weekends



# EXTERNSHIP

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## EXTERNSHIP CLEARANCE

To be considered for externship placement students must receive clearance from:

- Financial Aid and Business Office
  - Must be current with the payment plan (if applicable)
  - No holds on file
  - FA requirements for next term must be met
- Academic Department and Registrar's Office
  - All course prerequisites must be met
  - Minimum CGPA of +2.0
  - Required level of skills/competencies (100% accuracy in labs)
- Student Services Department
  - Student Conduct
- Externship Department
  - Completed Externship Packet

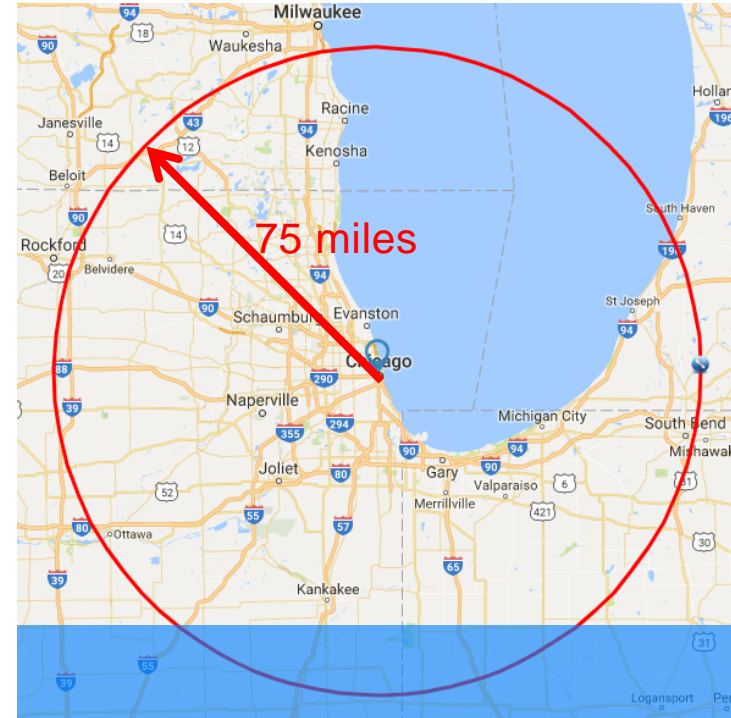


## CLINICAL TRAVEL AND PLACEMENT REQUIREMENTS

- Work minimum of 24 hours/week
- Typically unpaid
- May begin while still in school
- May be placed up to 75 miles away
- Must arrange transportation
- No choice of externship site
- Only one chance at placement
- If the site rejects you, you will not be placed again.

## MCC externship sites are in locations as far away as:

- Kankakee
- Waukegan
- Barrington
- New Lenox





MIDWESTERN CAREER COLLEGE

# TUITION AND FINANCIAL AID



For additional program information including Consumer Information,  
visit <https://mccollege.edu/consumer-information/>

MIDWESTERN CAREER COLLEGE

# MEDICAL ASSISTING PROGRAM

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**Tuition and Fees**

[https://mccollege.edu/wp-content/uploads/2020/06/DMA-Fall-2020\\_06082020.pdf](https://mccollege.edu/wp-content/uploads/2020/06/DMA-Fall-2020_06082020.pdf)

MIDWESTERN CAREER COLLEGE

# MEDICAL ASSISTING PROGRAM

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DO YOU KNOW HOW YOU CAN FINANCE  
YOUR EDUCATION?

# FUNDING SOURCES

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- U.S. Federal Student Aid
- WIOA grants/voucher program
- Department of Veterans Affairs, G.I. Bill
- Meritize, CLIMB
- Flexible payment plans



# FINANCIAL AID



## FAFSA: FREE APPLICATION FOR FEDERAL STUDENT AID

- Financial aid is available to those who qualify.
- Students in most MCC programs are eligible to apply for U.S. Federal Student Aid.
- Financial aid is a combination of loans and grants.
- Complete the FAFSA at [www.fafsa.ed.gov](http://www.fafsa.ed.gov).
- MCC's School Code: **041390**



# ADMISSION



## Admission Requirements

- 18 years old
- High school diploma or equivalent
- Entrance exam (min. scores do not apply to MA, Dialysis Tech)
  - Arithmetic: Score of 252
  - Reading Comprehension: Score of 246
- Admission is subject to the outcome of the program director/faculty interview, when applicable.

## Admissions Process

- Interview with an admissions counselor
- Program information session
- Application form
- Nonrefundable application fee, if applicable
- Valid, government-issued photo ID
- Personal statement of 250-300 words
- Background check
- Enrollment agreement packet
- Satisfy all program-specific admissions requirements as listed in catalog.

# TRANSFER CREDIT



## Transfer Credit

- To have credits considered for transfer, a student must have an official transcript from his or her previous institution(s) sent to MCC
- The College must receive official transcripts no later than two weeks prior to the term start date
- Unofficial transcripts and copies of official transcripts will not be accepted
- To be considered for transfer, the course must be:
  - comparable in nature, content and level of credit to an MCC course.
  - completed within ten years from the date of the request
  - awarded a grade of C or higher

# CAREER SERVICES

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- MCC is committed to providing students and graduates with the tools for a successful job search in their field of study.
- Services:
  - resume review
  - mock interviews
  - Coaching
- Open door policy
  - Available from the time you enroll
  - **Graduates:** Digital job board
  - **Current students:** Out-of-field part-time employment opportunities
  - **LinkedIn** updating
  - **Social media** review and best practices





# GRADUATION REQUIREMENTS



## Graduation Requirements

- Students must meet the following minimum standards to be considered a graduate from their program of study:
  - Pass all courses mandated by the program curriculum.
  - Earn CGPA of 2.0 or above.
  - Complete Clinical Externship if applicable to the program of study.
  - Fulfill all financial obligations to the College Upon meeting graduation requirements.
- The student will be issued a Certificate of Completion and an official transcript, provided the student does not have any administrative, financial or academic holds with the College. Both documents will be mailed to the student's address on file with the College, unless prior arrangements have been made in advance by the student.

MIDWESTERN CAREER COLLEGE

# QUESTIONS, COMMENTS, CONCERNS

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## ADDITIONAL INFORMATION:

CONSUMER INFORMATION:

<https://mccollege.edu/consumer-information/>

MCC CATALOG:

<https://mccollege.edu/catalog>