The Medical Assistant program prepares individuals to assist physicians in their offices or other medical settings. Medical assistants perform a wide range of duties. The medical assistant is responsible for medical and surgical asepsis, taking vital signs, assisting the physician with examinations and surgery, administering ECGs and administering medications. The business/administrative duties include patient reception, appointment making, record keeping, filing, bookkeeping, insurance handling, typing medical correspondence and transcription, and microcomputer applications. Laboratory functions include specimen collection, performance of basic laboratory tests, and microscopic work.

The WITC Medical Assistant program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Curriculum Review Board of the American Association of Medical Assistants Endowment (AAMAE).

Commission on Accreditation of Allied Health Educaton Programs
1361 Park Street, Clearwater, FL 33756    Phone: 727/210-2350

Program Overview

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Program Specific Requirements
• Meet a special assessment standard on the WITC entrance admissions test.
• Have earned a high school diploma or GED certificate or be currently enrolled in a secondary Youth Options program.
• Demonstrate keyboarding skills of 25 words per minute.
• Meet the requirements outlined in the essential requirements form.
• Meet an acceptable Wisconsin Caregiver Background Check.
• Possess current certification of “CPR for Healthcare Providers”.

Student Profile
As a student in the program, you should be able to:
• Follow instructions and procedures carefully
• Work with people
• Accept responsibility
• Lift 50 pounds
• Work in stressful situations
• Work long and irregular hours
• Accept criticism
• Organize your time and tasks
• Maintain personal hygiene
• Perform general secretarial duties competently

Preparation for Admission
The following experiences will help you prepare for this program:
• Hygiene/Health
• Accounting
• English
• Grammar
• Speech
• Biology and General Science
• Algebra
• Keyboarding
• Office Machines

Key to your success in the Medical Assistant program is the ability to be empathetic, tactful, and understanding when dealing with patients and coworkers.

Program Outcomes
When you complete the program, you will be able to:
• Perform clerical functions.
• Perform bookkeeping procedures.
• Prepare special accounting entries.
• Apply principles of medical asepsis.
• Perform specimen collection.
• Perform diagnostic testing.
• Process insurance claims.
• Provide patient care.
• Communicate effectively.
• Apply legal and ethical concepts.
• Instruct patients.
• Perform medical office operational functions.
• Demonstrate professionalism in a healthcare setting.

After completing the program, all graduates are eligible to sit for the Certified Medical Assistant examination.

Career Outlook
As a graduate of the program, you will be qualified for a variety of positions including:
• Medical Assistant
• Secretary
• Medical Laboratory Assistants
• Phlebotomist
• Receptionist
• Medical Insurance Clerk
• Electrocardiogram Technician

Curriculum

Number  Course Title  Credits

Occupational Specific Courses
31501308 Pharmacology for Allied Health ▲ 2
31509301 Medical Assistant Administrative Procedures ▲ 1
31509302 Human Body in Health and Disease ▲ 3
31509303 Medical Assistant Laboratory Procedures 1 ▲ 2
31509304 Medical Assistant Clinical Procedures 1 ▲ 4
31509305 Medical Assistant Laboratory Procedures 2 ▲ 2
31509306 Medical Assistant Clinical Procedures 2 ▲ 3
31509307 Medical Office Insurance and Finance ▲ 2
31509309 Medical Law, Ethics and Professionalism 1
31509310 Medical Assistant Extremity ▲ 3

Occupational Supportive/General Studies Courses
10501101 Medical Terminology 3
10501104 Principles of Customer Service in Healthcare 2
10501107 Introduction to Computing for Healthcare 2
10809198 Introduction to Psychology or 3
10809199 Psychology of Human Relations 10

PROGRAM REQUIREMENTS 33

▲ This course requires a prerequisite and/or corequisite. Students must earn a grade of “C” or better in all required courses.
Course Descriptions

31501308 Pharmacy for Allied Health - Credits: 2
Introduces students to classifying medications into correct drug categories and applying basic pharmacology principles. Students study the effects of drugs on patients and practice drug calculations. PREREQUISITES: 10501107 Medical Terminology and 31509302 Human Body in Health and Disease.

31509301 Medical Assistant Administrative Procedures - Credits: 1
Introduces medical assistant students to office management and business administration in the medical office. Students learn to schedule appointments, perform filing, record keeping, telephone and reception duties, communicate effectively with patients and other medical office staff, and keep an inventory of supplies. Students apply introductory medical coding skills and managed care terminology. PREREQUISITE: Declared Medical Assistant program and COREQUISITE: 10501107 Introduction to Computing for Healthcare.

31509302 Human Body in Health and Disease - Credits: 3
Focuses on diseases that are frequently first diagnosed and treated in the medical office setting. Students learn to recognize the causes, signs, and symptoms of diseases of the major body systems as well as the diagnostic procedures, usual treatment, prognosis and prevention of common diseases. COREQUISITE: 10501101 Medical Terminology.

31509303 Medical Assistant Laboratory Procedures 1 - Credits: 2
Introduces medical assistant students to laboratory procedures commonly performed by medical assistants in a medical office setting. Students perform routine laboratory procedures commonly performed in the ambulatory care setting under the supervision of a physician. Students follow laboratory safety requirements and federal regulations while performing specimen collection and processing, microbiology and urinalysis testing. PREREQUISITE: Admission to Medical Assistant program and COREQUISITE: 31509304 Medical Assistant Clinical Procedures 1.

31509304 Medical Assistant Clinical Procedures 1 - Credits: 4
Introduces medical assistant students to the clinical procedures performed in the medical office setting. Students perform basic examining room skills including screening, vital signs, patient history, minor surgery, and patient preparation of routine and specialty exams in the ambulatory care setting. PREREQUISITE: Admission to the Medical Assistant program and COREQUISITES: 31509302 Human Body in Health and Disease, 10501101 Medical Terminology, and 31509303 Medical Assistant Laboratory Procedures 1.

31509305 Medical Assistant Laboratory Procedures 2 - Credits: 2
Prepares students to perform laboratory procedures commonly performed by medical assistants in the ambulatory care setting under the supervision of a physician. Students perform phlebotomy, immunology, hematology, and chemistry laboratory procedures. PREREQUISITE: 31509303 Medical Assistant Laboratory Procedures 1.

31509306 Medical Assistant Clinical Procedures 2 - Credits: 3
Prepares medical assistant students to perform patient care skills in the medical office setting. Students perform clinical procedures including administering medications, assisting with minor surgery, performing an electrocardiogram, assisting with respiratory testing, educating patients/community, and maintaining clinical equipment in an ambulatory care setting. PREREQUISITES: 31509303 Medical Assistant Laboratory Procedures 1, and 31509304 Medical Assistant Clinical Procedures 1 and COREQUISITE: 31501308 Pharmacology for Allied Health.

31509307 Medical Office Insurance and Finance - Credits: 2
Introduces medical assistant students to health insurance and finance in the medical office. Students perform bookkeeping procedures, apply managed care guidelines, and complete insurance claim forms. Students use medical coding and managed care terminology to perform insurance-related duties. COREQUISITES: 10501107 Introduction to Computing for Healthcare, 10501101 Medical Terminology, and 31509302 Human Body in Health and Disease.

31509309 Medical Law, Ethics and Professionalism - Credits: 1
Prepares students to display professionalism and perform within ethical and legal boundaries in the health care setting. Students maintain confidentiality, examine legal aspects of the medical record, perform risk management procedures, and examine legal and bioethical issues.

31509310 Medical Assistant Externship - Credits: 3
Requires medical assistant students to integrate and apply knowledge and skills from all previous medical assistant courses in actual ambulatory health care settings. Learners perform medical assistant administrative, clinical, and laboratory duties under the supervision of trained mentors to effectively transition into the role of a medical assistant. PREREQUISITES: 31509303 Medical Assistant Laboratory Procedures 1, and 31509304 Medical Assistant Clinical Procedures 1.

Programs and Course Descriptions

Graduate Employment Information
(WITC Graduate Survey Responses 2005-2006)

<table>
<thead>
<tr>
<th>Number of graduates</th>
<th>Number employed</th>
<th>% employed in WITC district</th>
<th>Range of yearly salary</th>
<th>Average yearly salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>41</td>
<td>29</td>
<td>50%</td>
<td>$21,329-$29,118</td>
<td>$24,795</td>
</tr>
</tbody>
</table>

Number of responses: 38
Percent employed: 88%
Employed in related field: 20%
Average yearly salary: 88%

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