

Program Overview

Medical assistants are multi-skilled health professionals specifically educated to work in ambulatory settings performing administrative and clinical duties. The practice of medical assisting directly influences the public's health and well-being, and requires mastery of a complex body of knowledge and specialized skills requiring both formal education and practical experience that serve as standards for entry into the profession.

The Medical Assistant program prepares individuals to assist physicians in their offices or other medical settings. Medical assistants, sometimes referred to as clinical assistants, perform a wide range of duties. The medical assistant is responsible for medical and surgical asepsis, taking vital signs, drawing blood, giving injections, 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 computer applications. Laboratory functions include specimen collection, performance of basic laboratory tests, and microscopic work.

The minimum goal for the Medical Assistant program, as identified by the AAMA, is to prepare competent entry-level medical assistants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.

The WITC Medical Assistant program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), upon the recommendation of the Medical Assisting Educational Review Board (MAERB). Commission on Accreditation of Allied Health Programs, 1361 Park Street, Clearwater, FL 33756, phone: 727-210-2350, www.caahep.org, www.aama-ntl.org.

Campus:



**Ashland
New Richmond
Rice Lake
Superior**

Admission Requirements

Students in this program must:

- Complete application form and submit with fee (fee waiver may apply if previously submitted)
- Complete Accuplacer entrance assessment to determine placement (waiver may apply with acceptable alternative test scores and/or postsecondary degree completion)
- Have earned a high school diploma or GED certificate; current high school seniors must provide documentation upon graduation
- Submit signed Caregiver Background Check Statement of Understanding
- Demonstrate keyboarding skills of 25 words per minute
- Review and sign the Functional Abilities Statement of Understanding
- Complete admissions interview with a WITC counselor (above requirements should be completed prior to interview)

Program-Specific Requirements

Students in this program must:

- Have an acceptable Wisconsin Caregiver Background Check, National Criminal Background Check, Minnesota Caregiver Background Check (if applicable), and other states, if applicable
- Pass a physical exam, have current immunizations, and demonstrate negative status for tuberculosis (Tb)
- Possess current certification of First Aid and "CPR for Healthcare Providers" or equivalent

Student Profile

Students in the program should be able to:

- Follow instructions and procedures carefully
- Work with people
- Accept responsibility
- Demonstrate initiative
- Lift 50 pounds
- Work in stressful situations
- Work long and irregular hours

- Accept criticism
- Organize time and tasks
- Maintain personal hygiene
- Perform general secretarial duties competently
- Respect and maintain confidentiality

Preparation for Admission

Students should strive to reach a comfort level in the following courses or skills:

- Hygiene/Health
- Accounting
- English
- Grammar
- Speech
- Biology and General Science
- Algebra
- Keyboarding
- Office Machines

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

Program Outcomes

Graduates of the program will be able to:

- Perform medical office administrative functions
- Provide patient care in accordance with regulations, policies, laws, and patient rights
- Perform medical laboratory procedures
- Demonstrate professionalism in a healthcare setting
- Demonstrate safety and emergency practices in a healthcare setting

Collegewide outcomes and indicators will also be addressed to develop personal awareness, career effectiveness, and professionalism. See page 5 for a list of collegewide outcomes and indicators.

Graduates of the program are eligible to sit for the Certified Medical Assistant examination.

Career Outlook

Graduates of the program will be qualified for a variety of positions including:

- Medical Assistant
- Clinical Assistant
- Medical Laboratory Assistant
- Phlebotomist
- Medical Insurance Clerk
- Electrocardiogram Technician
- Medical Receptionist

Curriculum

Number	Course Title	Credits
Occupational Specific Courses		
31501308	Pharmacology for Allied Health ▲	2
31509301	Medical Assistant Administrative Procedures ▲	2
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	2
31509310	Medical Assistant Practicum ▲	3
		25
Occupational Supportive/General Studies Courses		
10103146	MS Word A	1
10103151	MS Excel A	1
10501101	Medical Terminology	3
10801195	Written Communication ▲	3
		8
	PROGRAM REQUIREMENTS	33

▲ Requires a prerequisite and/or corequisite that must be completed with a grade point of 2.0 or better.

▸ See page 40 for General Studies course descriptions. Students must earn a grade point of 2.0 or better in all required courses.

Note: program may be completed in two or more semesters.

Course Descriptions

(See page 40 for General Studies course descriptions)

31501308

Pharmacology for Allied Health - Credits: 2

Introduces students to medication classification and basic pharmacology principles. Students apply basic pharmacodynamics to identify common medications and calculate dosages in preparation for medication administration. PREREQUISITES: 10501101 Medical Terminology and 31509302 Human Body in Health and Disease and COREQUISITE: 31509306 Medical Assistant Clinical Procedures 2.

31509301

Medical Assistant Administrative Procedures - Credits: 2

Introduces medical assistant students to office management, business administration, and the electronic medical record (EMR) 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. PREREQUISITE: Declared Medical Assistant program and COREQUISITES: 10103146 MS Word and 10103151 MS Excel.

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 human body anatomy and 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 CLIA waived routine laboratory procedures commonly performed in the ambulatory care setting. 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 for routine and specialty exams in the ambulatory care setting. PREREQUISITE: Admission into 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 phlebotomy and CLIA waived hematology, chemistry, immunology and laboratory procedures commonly performed by medical assistants in the ambulatory care setting. PREREQUISITE: 31509303 Medical Assistant Laboratory Procedures 1 and COREQUISITE: 31509306 Medical Assistant Clinical Procedures 2.

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, performing an electrocardiogram, assisting with respiratory testing, educating patients/community, assisting with emergency preparedness 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 and 31509305 Medical Assistant Laboratory Procedures 2.

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: 10103146 MS Word A, 10103151 MS Excel A, 10501101 Medical Terminology, and 31509302 Human Body in Health and Disease.

31509309

Medical Law, Ethics and Professionalism - Credits: 2

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 quality improvement procedures, examine legal and bioethical issues, and demonstrate awareness of diversity.

31509310

Medical Assistant Practicum - 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 to the role of a medical assistant. This is a supervised, unpaid, clinical experience. AAMA required Practicum - 160 minimum hours (AAMA minimum) up to 216 hours. PREREQUISITES: Current Health Care Provider CPR and first aid, successful completion or standing in all other program courses, approval of program faculty, compliance with Wisconsin Caregiver Law, and program Health Requirements are met.

10103146

MS Word A - Credits: 1

Students will learn word processing using MS Word. Credit A activities will include creating, editing, saving, formatting, printing, and other basic MS Word features.

10103151

MS Excel A - Credits: 1

Students will learn to use MS Excel. Credit A activities will include creating, editing, saving, formatting, printing, performing calculations, and enhancing worksheets through charts.

10501101

Medical Terminology - Credits: 3

Focuses on the component parts of medical terms: prefixes, suffixes and word roots. Students practice formation, analysis and reconstruction of terms. Emphasis on spelling, definition and pronunciation. Introduction to operative, diagnostic, therapeutic and symptomatic terminology of all body systems, as well as systemic and surgical terminology.

Gainful employment information is available at this link: <http://www.witc.edu/pgmpages/medasst/career.htm>. This information is provided as a federal requirement in an effort to help students make informed decisions related to the costs and potential employment in a chosen field.

Graduate Employment Information

(WITC Graduate Survey Responses 2009-2010; for most recent data, go to [witc.edu](http://www.witc.edu))

Number of graduates	50	Number employed	39	% employed in WITC district	47%
Number of responses	46	Percent employed	89%	Range of yearly salary	\$23,918-\$34,000
Number available for employment	44	Employed in related field	34	Average yearly salary	\$28,201

career vision