

Medical Assistant

31-509-1 Technical Diploma (one-year)

Financial Aid Eligible

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 Education Review Board (MAERB). Commission on Accreditation of Allied Health Education Programs, 25400 U.S. Highway 19 North, Suite 158, Clearwater, FL 33763, phone: 727-210-2350, www.caahep.org, www.aama-ntl.org.

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
- Review and sign Caregiver Background Check and/or Criminal History Record Check Statement of Understanding
- Review and sign the Functional Abilities Statement of Understanding
- Complete admissions meeting with a WITC counselor (above requirements should be completed prior to meeting)

Program-Specific Requirements

Students in this program must:

- Submit Background Check fee
- Have an acceptable Wisconsin Caregiver Background Check, National Criminal Background Check, Minnesota Caregiver Background Check (if applicable), and other states, if applicable (required at program start and prior to practicum)
- Pass a physical exam, have current immunizations, and demonstrate negative status for tuberculosis (Tb)

Career Pathway Options

Career Pathways connect progressive levels of coursework to allow students to build upon their education. Each step in the pathway connects with employment options and provides the opportunity for advancement to higher levels. The Medical Assistant program includes the following pathway option:

- 30-509-2 Patient Services Specialist Technical Diploma (Page 172)

Campus:



Ashland
New Richmond
Rice Lake
Superior

- Possess current certification of First Aid and "CPR for Healthcare Providers" or equivalent
- Review and sign Allied Health Division Confidentiality Statement
- Attend a mandatory program orientation session

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

Employability essentials and indicators will also be addressed to develop personal awareness, career effectiveness, and professionalism. See page 5 of the college catalog for a list of employability essentials 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
- Phlebotomist

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

10501101	Medical Terminology	3
10501109	Healthcare Computing	2
10801136	English Composition 1 ▲ ▽	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 pages 41-43 for 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 repeat policies exist that allow for only a certain number of retakes within this program; please refer to the policies for details.



Technical Diploma (less than one-year)

Technical Diploma (one-year)

Medical Assistant

Patient Services Specialist



Course Descriptions

(See pages 41-43 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 (315091) or Patient Services Specialist program (305092) and COREQUISITE: 10501109 Healthcare Computing.

31509302

Human Body in Health and Disease - Credits: 3

Students learn to recognize human body structure and function in health and disease states. Students explore the causes, signs, and symptoms of diseases of the major body systems as well as the diagnostic procedures, usual treatment, prognosis, and prevention of diseases commonly diagnosed and treated in the medical office setting. 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. Learner explores communication principles and psychology theories related to patient care. 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. PREREQUISITES: 10501101 Medical Terminology, 31509302 Human Body in Health & Disease, 31509303 Medical Assistant Laboratory Procedures 1, and 31509304 Medical Assistant Clinical 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. PREREQUISITES: 10501109 Healthcare Computing, 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.

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.

10501109

Healthcare Computing - Credits: 2

This course provides an introduction to basic computer applications used in healthcare settings, including common software packages, operating systems, file management, word processing, spreadsheets, databases, the Internet and e-mail. Students are introduced to the hardware and software components of computer systems and electronic medical records.

Gainful employment information is available at this link: <http://www.witc.edu/pgmpages/medasst/gainful-employment/Gedt.html>. 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 2014-2015; for most recent data, go to [witc.edu](http://www.witc.edu))

Number of graduates	37	Number employed	30	% employed in WITC district	56%
Number of responses	31	Percent employed	100%	Range of yearly salary	\$24,877-\$33,277
Number available for employment	30	Employed in related field	28	Average yearly salary	\$28,940

career vision