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.


Admission Requirements

Students in this program must:
- Complete application form and submit with 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 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)
- 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

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)
Admission to Medical Assistant program and COREQUISITE: processing, microbiology and urinalysis testing. PREREQUISITE: setting. Students follow laboratory safety requirements and procedures commonly performed in the ambulatory care setting. Students perform CLIA waived routine laboratory commonly performed by medical assistants in a medical office setting. COREQUISITE: 10501101 Medical Terminology.

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.

Medical Assistant Laboratory Procedures 2 - Credits: 2
Prepares medical assistant 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 COREQUISITIE: 31509306 Medical Assistant Clinical Procedures 2.

Medical Assistant Clinical Procedures 2 - Credits: 3
Prepares students to perform phlebotomy and CLIA waived hematology, chemistry, immunology and laboratory procedures commonly performed by medical assistants in the ambulatory care setting. Learner explores communication principles and psychology theories related to patient care. PREREQUISITE: Admission into the Medical Assistant program and COREQUISITIE: 31509302 Human Body in Health and Disease, 10501101 Medical Terminology, and 31509305 Medical Assistant Laboratory Procedures 1.

Medical Assistant Clinical Procedures 1 - 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: 31509306 Medical Assistant Clinical Procedures 1 and 31509304 Medical Assistant Laboratory Procedures 2.

Medical Assistant Clinical Procedures 2 - Credits: 3
Prepares medical assistant students to perform patient care skills in the medical office setting. PREREQUISITES: Admission to Medical Assistant program and COREQUISITIE: 31509304 Medical Assistant Clinical Procedures 1.

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 COREQUISITIE: 31509304 Medical Assistant Clinical Procedures 1.

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.

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.

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 healthcare 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.

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.

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.