

Wisconsin Indianhead Technical College FY21 (2020-21) Medical Assistant Program (Transfer Track)

The following is additional information about the WITC's Medical Assistant (MA) program.
This information supplements the program webpage and district catalog.

Degree: One-Year Technical Diploma

A. MEDICAL ASSISTANT PROGRAM - 33 semester credits

PROGRAM DIRECTOR

Janel Ouimette, CMA (AAMA), BS
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Rice Lake, WI 54868
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There is no time limit for course transferability, but a competency examination may be required to determine level of knowledge. Please be advised that there may be a waiting list. You can obtain application materials by contacting the Admission Advisor.

B. ADDITIONAL ADMISSION PROCESS REQUIREMENTS---Due to the limited availability of space, transfer students are admitted on a space-available basis only. If space is available, you will be contacted as to what additional documentation must be provided to complete your transfer and course registration. Transfers are handled on a first-come, first-served basis as the student completes the following:

- 1) Submits official college transcripts and associated materials to the Admission Advisor of the campus you wish to attend:

WITC-Ashland	WITC-New Richmond	WITC-Rice Lake	WITC-Superior
Jennifer Bednarik WITC-Ashland 2100 Beaser Ave Ashland WI 54807	Jodi Saliny WITC-New Richmond 1019 S Knowles Ave New Richmond WI 54017	Shawn Larson WITC-Rice Lake 1900 College Dr Rice Lake WI 54878	Mary Glad WITC-Superior 600 N 21 st St Superior WI 54880

- 2) Completes the application to WITC for semester determination based on your transcript evaluation. Include a \$30 NONREFUNDABLE fee with your completed application. Any student admitted into a Medical Assistant program within the Wisconsin Technical College System (WTCS) will receive reciprocity for admission at any other WTCS MA program. The student is responsible for submitting a copy of their previous admission information.

Wisconsin Indianhead Technical College does not discriminate on the basis of race, color, religion, sex, national origin, age, disability or status in any group protected by state or local law in employment, admissions or its programs or activities. The following person has been designated to handle inquiries regarding the College's nondiscrimination policies: Amanda Gohde, Director, Human Resources, Administrative Office, 505 Pine Ridge Drive, Shell Lake WI 54871, 715-468-2815 ext. 2240, Wisconsin Relay TTY:711, amanda.gohde@witic.edu.

- 3) Complete admissions meeting with a WITC counselor (academic admission requirements apply).
- 4) Review and sign Background Check Disclosure
- 5) Review and sign Functional Abilities Disclosure
- 6) The MA Program Director will assist you to complete final details of your transfer as needed.

Upon admission to the Medical Assistant program, you will need to:

1. Submit Background Check fee
2. Have an acceptable Wisconsin Caregiver Background Check, National Criminal Background Check, Minnesota Caregiver Background Check (if applicable), and other states, if applicable
3. Pass a physical exam, have current immunizations, and demonstrate negative status for tuberculosis (Tb)
4. Possess current certification of First Aid and "CPR for Healthcare Providers" or equivalent
5. Review and sign Nursing & Allied Health Division Confidentiality Statement

MA COURSEWORK

MA courses are developed so that they must be taken in order. **All** required courses **must be successfully** completed prior to starting 10509310 Medical Assistant Practicum.

CLASS COMMITMENT

The average amount of time spent in the classroom for a full-time student is between 32-35 hours per week. In addition to scheduled class time, it is expected that students spend at least two to three hours studying for each hour of classroom lecture they attend. This represents a significant time commitment and most students find it necessary to reduce work hours during the program.

TRANSFER CREDIT

Official college transcripts are required for any college coursework that has been completed. Official college transcripts must be sealed and sent from the sending institution.

MA PROGRAM STANDARDS

Students **must** earn a grade of 2.0 or higher in all required courses. Students must also successfully pass all required course competencies. For specific program course requirements, see individual course syllabi. Failure to achieve a 2.0 in a course, failure to achieve the exam score as specified in the individual course syllabi or failure to pass all required course competencies will delay advancement in the program until an acceptable grade is achieved. Two program courses may only be repeated once. This policy also applies to coursework taken at other colleges. If a course needs to be repeated, please contact your advisor before registering. This includes taking a similar course at another college.

COMPUTER NEEDS

Since all Medical Assistant courses include a web-based component, students are required to have computer and internet access.

ACCREDITATION

WITC's Medical Assistant programs are accredited by the Commission on Accreditation of Allied Health Education Programs ([CAAHEP](http://www.caahep.org)), upon the recommendation of the Medical Assisting Education Review Board ([MAERB](http://www.maerb.org)) which is governed by the American Association of Medical Assistants (AAMA).

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

For questions on accreditation and certification, please contact the Program Director.

GRADUATE SALARY EXPECTATIONS

Graduates earn between \$27,591 - \$45,548 annually. The most recent graduate follow-up study indicates the average yearly salary to be \$35,171. Graduates can expect to receive shift differential pay.

FY21 (2020-21)
Checklist for TRANSFER into Medical Assistant Program

Step 1: Submit official **transcripts from colleges previously attended**. The transcript must be evaluated by CFPL staff to determine semester placement. Once semester placement has been established, the transfer student may apply for admission to that semester. Application requirements include:

- _____ WITC **application** for the MA program including the one-time \$30 application fee (fee waiver may apply if previously submitted). Any student admitted into a Medical Assistant program within the Wisconsin Technical College System (WTCS) will receive reciprocity for admission at any other WTCS MA program. The student is responsible for submitting a copy of their previous admission information.
- _____ Provide an official **high school transcript** or equivalent (HSED/GED). Current HS seniors must provide both a current high school transcript and a final transcript with confer date.
- _____ Review and sign Background Check **Disclosure**
- _____ Review and sign the Functional Ability **Disclosure**
- _____ **Admissions meeting** with WITC counselor

Because space in the Medical Assistant program is limited, transfer students will be admitted as space is available.

*Will be **collected by the MA Program Director** before the first day of starting semester:*

- _____ 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
- _____ 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 Nursing & Allied Health Division Confidentiality Statement

FY21 (2020-21)**MEDICAL ASSISTANT PROGRAM**

Prices listed are approximate costs and subject to change

Application	\$30.00
Textbooks (MA occupational specific courses)	\$747.00
WI Caregiver Background Check x2	\$20.00
MN Caregiver Background Check	\$29.10
National Criminal Background Check	\$52.00
FIRST TERM TUITION/FEES: \$3,275.70	
10-501-101 Medical Terminology	\$449.40
10-801-136 English Composition 1	\$449.40
10-501-107 Digital Literacy for Healthcare	\$301.10
31-509-301 Medical Assistant Administrative Procedures	\$331.60
31-509-302 Human Body in Health & Disease	\$449.40
31-509-303 Medical Assistant Laboratory Procedures 1	\$331.60
31-509-304 Medical Assistant Clinical Procedures 1	\$663.20
SUPPLIES (classroom folders, etc.)	\$50.00
Watch w/2nd hand	\$20.00
Stethoscope (Required)	varied
White lab coat	\$27.00
Each WITC Patch	\$3.00
Classroom Uniform	\$200.00
Namepin (LRC)	free
COURSE PREREQUISITE	
AHA CPR for Health Care Providers & First Aid (Medic or Heartsaver)	\$105.11
SECOND TERM - TUITION/FEES: \$2,312.20	
31-509-305 Medical Assistant Laboratory Procedures 2	\$331.60
31-509-306 Medical Assistant Clinical Procedures 2	\$497.40
31-509-307 Medical Office Insurance & Finance	\$331.60
31-501-308 Pharmacology for Allied Health	\$301.10
31-509-309 Medical Law, Ethics & Professionalism	\$301.10
31-509-310 Medical Assistant Practicum	\$449.40
Practicum Uniform including shoes	\$100.00
CMA (AAMA) Exam Fee	\$125.00
APPROXIMATE PROGRAM TOTAL	\$6,696.11

Transportation costs to and from clinical agencies will vary

Computer, other required hardware, or upgrade costs will be discussed on an individual basis.

Students are responsible for additional clinical agency requirements.

Students are responsible for health form costs (Tb test, Immunizations, titres, exam, etc.)