ABOUT THE PROGRAM
The Ophthalmic Medical Assistant program prepares students for employment in ophthalmic and optometric practices and in retail optical settings. Students apply technical skills to perform prescreening and specialty testing, assist with dispensing glasses and contact lenses, and perform office management duties including maintaining patient information and billing and insurance processes.

PROGRAM OUTCOMES
• Apply technical skills to perform eye care prescreening and specialty testing procedures on patients accurately and efficiently.
• Apply technical skills to educate and assist patients with glasses and/or contact lenses to meet their eye health and visual needs.
• Perform business office procedures such as maintaining appointment schedules, maintaining patient records, processing insurance reimbursement, and billing patients.
• Demonstrate professional ethics, honesty, and respect when dealing with doctors, patients, and co-workers.
• Communicate clearly and professionally in both written and oral formats.

CAREER AND EDUCATION ADVANCEMENT OPPORTUNITIES
LTC credits transfer to over 30 universities. For more information visit gotoltc.edu/future-students/transfer.

PROGRAM ADMISSIONS STEPS
• Work with Career Coach to:
  - Submit application and $30 fee.
  - Submit official transcripts (high school and other colleges).
  - Complete background check and $16 processing fee.

ENROLLMENT PROCESS
After you are admitted to your program you will meet with your Advisor to plan your first semester schedule, review your entire plan of study, discuss placement assessment results and complete any additional enrollment requirements. Enrollment requirements for this program’s courses include:
• Complete health requirements.
• Complete Functional Abilities Statement of Understanding form.
• Meet Keyboarding skills proficiency.
• Meet with your program’s advisor.

APPROXIMATE COSTS
• $140 per credit (resident)
• Other fees vary by program (books, supplies, materials, tools, uniforms, health related exams, etc.) Visit gotoltc.edu/financial-aid/tuition-and-fees for details.

FINANCIAL AID
This program is eligible for financial aid. Visit gotoltc.edu/Financial-Aid or talk with your Career Coach about how to apply for aid.

SPECIAL NOTE
• Eye exam required prior to Ophthalmic Pre-testing course (minimum of 12 months prior).
• Students must provide proof of First Aid certification and CPR certification before Ophthalmic Clinical Experience course.

CONTACT
LTC Career Coach
920.693.1162 • CareerCoach@gotoltc.edu

Curriculum and Program Acceptance requirements are subject to change. Program start dates vary; check with your advisor for details.

Catalog No. Class Title Credit(s)

Term 1
10501101 Medical Terminology 3
10501102 Health Insurance Reimbursement 3
31516306 Basic Ocular Science 3
31501301 Learning Strategies for Health Careers (Optional) 1 cr 9

Term 2
10530182 Human Diseases for Health Professions 3
31516302 Optical Dispensing 4
31516303 Optical Concepts 3
31516304 Ophthalmic Pre-Testing 4
31809362 Psychology for Life 1 15

Term 3
31509301 Medical Assistant Administrative Procedures 2
31509309 Medical Law, Ethics and Professionalism 2
31516312 Contact Lenses 2
31516330 Ophthalmic Clinical Procedures and Specialty Testing 4
31516343 Ophthalmic Clinical Experience 3 13

TOTAL 37
OPTICAL DISPENSING…introduces learners to frame definition, parts and types of frames, measurement of frames and lenses, alignment of frames, inserting and removing lenses, introduction to dispensing of eyewear and frame repairs.

PREREQUISITES: 31516303 Optical Concepts and 31516304 Ophthalmic Pre-Testing and 31516306 Basic Ocular Science and CONDITION: 315164 Ophthalmic Medical Assistant program requirements met

PSYCHOLOGY FOR LIFE…prepares the learner to select behavior modification techniques, demonstrate techniques for enhancing memory, analyze expressions of emotion, use conflict for common good, employ techniques to reduce conflict/frustration, use several methods to reduce stress, interpret personality types, ascertain contributors to perception, and apply methods of problem-solving.

OPTICAL CONCEPTS…begins the study of the neutralization and verification of spectacle lens powers, to include spherical, cylindrical and prism lenses. The properties of light and the function of a lens in vision correction as well as a review of basic math needed in vision care and the physiological aspects of vision. COREQUISITE: 31516302 Optical Dispensing