

Program Number 31-516-4 Technical Diploma • Three Terms

ABOUT THE PROGRAM

The Ophthalmic Medical Assistant program allows students to work at their own pace to gain the skills and knowledge necessary for employment in ophthalmic practices, optometric practices, and 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.

ADMISSIONS AND FIRST SEMESTER ENROLLMENT STEPS

- Submit online application.
- Complete background check and \$20 processing fee.
- Complete the online Student Success Questionnaire.
- Complete health requirements.
- Complete Technical Standards form.
- Schedule a Program Counseling Session with your assigned program counselor to plan your first semester schedule, review your entire plan of study, discuss the results of the Student Success Questionnaire.

**Submit transcripts and test scores (optional, highly recommended): College transcripts, along with high school transcripts and test scores from within the last five years, used for course registration. Official transcripts needed for transferring college credit(s) and for financial aid purposes.*

FUTURE SEMESTER ENROLLMENT STEPS

- Complete health requirements.

APPROXIMATE COSTS

- \$138.90 per credit tuition (WI resident) plus \$8.33 per credit student activity fee. Material fee varies depending on course. Other fees vary by program. 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 Admissions Advisor about how to apply for aid.

SPECIAL NOTE

- This program is Competency-Based. Competency-Based Education (CBE) is learning at your own pace by mastering competencies through demonstration. Once all competencies for a program have been assessed and mastered, students will earn a certificate, diploma, or degree.

CONTACT

LTC Admissions Advisor
 920.693.1162 • Admissions@gotoltc.edu

Catalog No.	Class Title	Credit(s)
Term 1		
31516320	Basic Optical Concepts	1
31516316	Frame Characteristics	1
31516317	Eyewear Adjustment	1
31516318	Ophthalmic Lens Selections	1
31516319	Frame Styling and Purchasing	1
31516321	Lens Power and Protection	1
31516322	Compare Multifocal Lenses	1
		7
Term 2		
31516349	Ophthalmic Prism	1
31516331	Front Desk and Patient Triage	1
31516351	Administration Clinical	1
31509316	Medical Law - Part 1	1
31509317	Medical Law - Part 2	1
10501115	Medical Terminology - Part 1	1
10501116	Medical Terminology - Part 2	1
10501117	Medical Terminology - Part 3	1
31509311	Human Body - Part 1	1
31509312	Human Body - Part 2	1
31509313	Human Body - Part 3	1
31501305	Pharmacology - Part 1	1
31501306	Pharmacology - Part 2	1
		13
Term 3		
31516307	Ocular Diseases and Treatment	1
31516332	Patient History and Vision	1
31516333	Functional Vision	1
31516334	Refractometry	1
31516308	Cornea Evaluation	1
31516309	Tear Evaluation	1
31516352	Patient Pre-testing Clinical	1
31516341	Intraocular Pressure	1
31516342	Specialty Glaucoma Testing	1
31516336	Soft Contact Lens Wear	1
31516337	Rigid Contact Lens Wear	1
31516344	Specialty Tests and Education	1
		12
		TOTAL 32

Curriculum and Program Acceptance requirements are subject to change. Program start dates vary; check with your advisor for details. The tuition and fees are approximate based on 2020-2021 rates and are subject to change prior to the start of the academic year.

ADMINISTRATION CLINICAL...prepares the learner to demonstrate practice administration. PREREQUISITES: 31516331 Front Desk and Patient Triage and 31516317 Eyewear Adjustment and CONDITION: CBE Ophthalmic Assessment

BASIC OPTICAL CONCEPTS...prepares the learner to evaluate basic optical concepts. CONDITION: CBE Ophthalmic Assessment

COMPARE MULTIFOCAL LENSES...prepares the learner to measure and compare multifocal lenses. CONDITION: CBE Ophthalmic Assessment

CORNEA EVALUATION...prepares the learner to evaluate the cornea. CONDITION: CBE Ophthalmic Assessment

EYEWEAR ADJUSTMENT...prepares the learner to demonstrate eyewear alignment and adjustment. CONDITION: CBE Ophthalmic Assessment

FRAME CHARACTERISTICS...prepares the learner to assess frame characteristics. CONDITION: CBE Ophthalmic Assessment

FRAME STYLING AND PURCHASING...prepares the learner to demonstrate frame styling and purchasing while operating a dispensary. CONDITION: CBE Ophthalmic Assessment

FRONT DESK AND PATIENT TRIAGE...prepares the learner to investigate front desk responsibilities and role in patient triage. CONDITION: CBE Ophthalmic Assessment

FUNCTIONAL VISION...prepares the learner to measure functional vision. CONDITION: CBE Ophthalmic Assessment

HUMAN BODY - PART 1...prepares the learner to explore the structural organization of the human body by analyzing the causes, signs, symptoms, diagnosis, treatment and prevention of diseases and disorders of the digestive system, urinary system, reproductive system, nervous system, and mental health. CONDITION: CBE Ophthalmic Assessment

HUMAN BODY - PART 2...prepares the learner to analyze the causes, signs, symptoms, diagnosis, treatment and prevention of diseases and disorders of the cardiovascular system, respiratory system, lymph and immune system. COREQUISITE: 31509311 Human Body - Part 1 and CONDITION: CBE Ophthalmic Assessment

HUMAN BODY - PART 3...prepares the learner to analyze the causes, signs, symptoms, diagnosis, treatment and prevention of diseases and disorders of the musculoskeletal system, integumentary system, special senses, and endocrine system. COREQUISITE: 31509312 Human Body - Part 2

INTRAOCULAR PRESSURE...prepares the learner to measure intraocular pressure. CONDITION: CBE Ophthalmic Assessment

LENS POWER AND PROTECTION...prepares the learner to measure ophthalmic lens power and the importance of ocular protection. CONDITION: CBE Ophthalmic Assessment

MEDICAL LAW - PART 1...prepares the learner to explain ethical and legal principles as they apply to medical legislation and regulation. CONDITION: CBE Ophthalmic Assessment

MEDICAL LAW - PART 2...prepares the learner to create policies and procedures of a medical organization that follows the AAMA guidelines. COREQUISITE: 31509316 Medical Law - Part 1 and CONDITION: CBE Ophthalmic Assessment

MEDICAL TERMINOLOGY - PART 1...apply the rules of Medical Language as they relate to the body as a whole, as well as the digestive, urinary, reproductive, and neurologic systems. CONDITION: CBE Ophthalmic Assessment

MEDICAL TERMINOLOGY - PART 2...apply the rules of Medical Language as they relate to the circulatory, respiratory, and immunologic systems. COREQUISITE: 10501116 Medical Terminology - Part 1 and CONDITION: CBE Ophthalmic Assessment

MEDICAL TERMINOLOGY - PART 3...apply the rules of Medical Language as they relate to musculoskeletal, integumentary, sensory, and endocrine systems. COREQUISITE: 10501116 Med Term - Part 2 and CONDITION: CBE Ophthalmic Assessment

OCULAR DISEASES AND TREATMENT...prepares the learner to differentiate ocular diseases, pharmaceuticals and therapeutics. CONDITION: CBE Ophthalmic Assessment

OPHTHALMIC LENS SELECTIONS...prepares the learner to compare ophthalmic lens selections. CONDITION: CBE Ophthalmic Assessment

OPHTHALMIC PRISM...prepares the learner to measure ophthalmic prism and its ocular purpose. CONDITION: CBE Ophthalmic Assessment

PATIENT HISTORY AND VISION...prepares the learner to collect baseline patient history and visual acuity. CONDITION: CBE Ophthalmic Assessment

PATIENT PRE-TESTING CLINICAL...prepares the learner to demonstrate patient pre-testing. PREREQUISITE: 31516351 Administration Clinical and CONDITION: CBE Ophthalmic Assessment

PHARMACOLOGY - PART 1...prepares the learner to apply pharmacology principles to therapeutic medications used to treat musculoskeletal, endocrine, nervous, integumentary, sensory, mental, and behavior health systems. CONDITION: CBE Ophthalmic Assessment

PHARMACOLOGY - PART 2...prepares the learner to apply pharmacology principles to therapeutic medications used to treat gastrointestinal, cardiovascular, respiratory, urinary, reproductive, lymphatic, immune systems and blood. COREQUISITE: 31501305 Pharmacology - Part 1 and CONDITION: CBE Ophthalmic Assessment

REFRACTOMETRY...prepares the learner to measure refractive error.

RIGID CONTACT LENS WEAR...prepares the learner to justify rigid contact lens wear. CONDITION: CBE Ophthalmic Assessment

SOFT CONTACT LENS WEAR...prepares the learner to justify soft contact lens wear. CONDITION: CBE Ophthalmic Assessment

SPECIALTY GLAUCOMA TESTING...prepares the learner to assess specialty glaucoma testing. CONDITION: CBE Ophthalmic Assessment

SPECIALTY TESTS AND EDUCATION...prepares the learner to demonstrate specialty testing and patient education. COREQUISITE: 31516352 Patient Pre-testing Clinical and CONDITION: CBE Ophthalmic Assessment

TEAR EVALUATION...prepares the learner to evaluate tear quality. CONDITION: CBE Ophthalmic Assessment