

## 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](http://gotoltc.edu/future-students/transfer).

### ADMISSIONS AND FIRST SEMESTER ENROLLMENT STEPS

- Submit online application.
- Complete a background check and pay for applicable processing fee.
- Complete the online Student Success Questionnaire.
- Complete Technical Standards form.
- Schedule your 1st Time Program Counseling/Registration Session with your assigned program counselor to plan your first semester schedule, review your entire plan of study and 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 online Student Success Tutorial prior to registering for second semester.

### APPROXIMATE COSTS

- \$146.20 per credit tuition (WI resident) plus \$8.77 per credit student activity fee. Material fee varies depending on course. Other fees vary by program. Visit [gotoltc.edu/financial-aid/tuition-and-fees](http://gotoltc.edu/financial-aid/tuition-and-fees) for details.

### FINANCIAL AID

This program is eligible for financial aid. Visit [gotoltc.edu/Financial-Aid](http://gotoltc.edu/Financial-Aid) or talk with your Admissions Advisor about how to apply for aid.

### SPECIAL NOTE

Learn when you want. Progress at your own pace. Receive personalized coaching and support. The full CBE definition may be found at [gotoltc.edu/cbe](http://gotoltc.edu/cbe).

To complete the clinical portion of this program, site specific health and immunization documentation will be required.

### CONTACT

LTC Admissions Advisor  
920.693.1162 • [Admissions@gotoltc.edu](mailto:Admissions@gotoltc.edu)

Catalog No.	Class Title	Credit(s)
<b>Term 1</b>		
31501309	Medical Terminology - Part 1	1
31501310	Medical Terminology - Part 2	1
31501311	Medical Terminology - Part 3	1
31509311	Human Body - Part 1	1
31509312	Human Body - Part 2	1
31509313	Human Body - Part 3	1
		<b>6</b>
<b>Term 2</b>		
31516320	Basic Optical Concepts	1
31516316	Frame Characteristics	1
31516318	Ophthalmic Lens Selections	1
31516317	Eyewear Adjustment	1
31516319	Frame Styling and Purchasing	1
31516321	Lens Power and Protection	1
31516322	Compare Multifocal Lenses	1
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
31501305	Pharmacology - Part 1	1
31501306	Pharmacology - Part 2	1
		<b>14</b>
<b>Term 3</b>		
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
		<b>12</b>

**TOTAL 32**

*Curriculum and program acceptance requirements are subject to change. Program start dates vary; check with your program counselor for details. The tuition and fees are approximate based on 2023-2024 rates and are subject to change prior to the start of the academic year.*

**ADMINISTRATION CLINICAL**...prepares the learner to demonstrate practice administration. COREQUISITES: 31516331 Front Desk and Patient Triage and 31516317 Eyewear Adjustment

**BASIC OPTICAL CONCEPTS**...prepares the learner to evaluate basic optical concepts.

**COMPARE MULTIFOCAL LENSES**...prepares the learner to measure and compare multifocal lenses.

**CORNEA EVALUATION**...prepares the learner to evaluate the cornea.

**EYEWEAR ADJUSTMENT**...prepares the learner to demonstrate eyewear alignment and adjustment.

**FRAME CHARACTERISTICS**...prepares the learner to assess frame characteristics.

**FRAME STYLING AND PURCHASING**...prepares the learner to demonstrate frame styling and purchasing while operating a dispensary.

**FRONT DESK AND PATIENT TRIAGE**...prepares the learner to investigate front desk responsibilities and role in patient triage.

**FUNCTIONAL VISION**...prepares the learner to measure functional vision.

**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

**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.

**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.

**LENS POWER AND PROTECTION**...prepares the learner to measure ophthalmic lens power and the importance of ocular protection.

**MEDICAL LAW - PART 1**...prepares the learner to explain ethical and legal principles as they apply to medical legislation and regulation.

**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.

**MEDICAL TERMINOLOGY - PART 1**...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 integumentary, respiratory, and urinary systems, as well as systemic and surgical terminology.

**MEDICAL TERMINOLOGY - PART 2**...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 reproductive systems, cardiovascular system, and the lymphatic and immune systems as well as systemic and surgical terminology. COREQUISITE: 31501309 Medical Terminology Part 1

**MEDICAL TERMINOLOGY - PART 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 digestive, skeletal, muscular, sensory, nervous, and endocrine as well as systemic and surgical terminology. COREQUISITE: 31501310 Medical Terminology Part 2

**OCULAR DISEASES AND TREATMENT**...prepares the learner to differentiate ocular diseases, pharmaceuticals and therapeutics.

**OPHTHALMIC LENS SELECTIONS**...prepares the learner to compare ophthalmic lens selections.

**OPHTHALMIC PRISM**...prepares the learner to measure ophthalmic prism and its ocular purpose.

**PATIENT HISTORY AND VISION**...prepares the learner to collect baseline patient history and visual acuity.

**PATIENT PRE-TESTING CLINICAL**...prepares the learner to demonstrate patient pre-testing. PREREQUISITE: 31516351 Administration Clinical.

**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.

**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.

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

**RIGID CONTACT LENS WEAR**...prepares the learner to justify rigid contact lens wear.

**SOFT CONTACT LENS WEAR**...prepares the learner to justify soft contact lens wear.

**SPECIALTY GLAUCOMA TESTING**...prepares the learner to assess specialty glaucoma testing.

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

**TEAR EVALUATION**...prepares the learner to evaluate tear quality.