Medical Assistant
Program No: 31-509-1
Technical Diploma
Degree Completion Time: Two Terms
In general, an academic year consists of two terms; however, degree completion time may vary based on student scheduling needs and class availability.

2012-2013

Catalog No.	Class Title	Credit(s)
Term 1		
10501101	Medical Terminology	3.00
10501104	Healthcare Customer Service	2.00
10501107	Introduction to Healthcare Computing	2.00
31509301	Medical Assistant Administrative Procedures	2.00
31509302	Human Body in Health & Disease OR 10806103 Body Structure and Function (3 Cr) AND 10530182 Human Diseases for Health Professions (3Cr)	3.00
31509303	Medical Assistant Laboratory Procedures I	2.00
31509304	Medical Assistant Clinical Procedures I	4.00
	Total	**18.00**
Term 2		
10501102	Health Insurance and Reimbursement OR 31509307 Med Office Insurance & Finance (2 Cr)	3.00
31509305	Medical Assistant Laboratory Procedures 2	2.00
31509306	Medical Assistant Clinical Procedures 2	3.00
31501308	Pharmacology for Allied Health	2.00
31509309	Medical Law, Ethics & Profess	2.00
31509310	Medical Assistant Practicum	3.00
	Total	**15.00**
	Program Total	**33.00**

Note: Program start dates vary; check with your counselor for details.

Curriculum and program acceptance requirements are subject to change.

About the Career
Before you see your physician during a typical office visit, it's very likely you'll interact with a medical assistant first. Medical assistants serve an important role on the healthcare team by performing a wide variety of clinical and clerical skills. If you want a career that features opportunities to work in the administrative, laboratory, and patient care areas of a physician's office or clinic, medical assisting may be just what you're looking for.

Careers
- Administrative/Clerical Staff
- Electrocardiogram Technician
- Medical Assistant
- Medical Insurance Clerk
- Medical Laboratory Assistant
- Phlebotomist

Admissions Steps
- Application
- Application Fee
- Entrance Assessment Scores
- Transcripts
- Background Check
- Program Advising Session
- Health/TB/Tetanus Form
- Keyboarding—25 words per minute by touch. Can be satisfied by grade of "B" in 10106100, Keyboarding, or by advanced placement testing
- Nursing Assistant Competency
- Functional Abilities Statement of Understanding Form

Program Outcomes
You'll learn 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 health care setting.
- Demonstrate safety and emergency practices in a health care setting.

Other Program Expectations
You'll need to:
- Stand and/or walk for eight-hour period.
- See fine detail.
- Hear faint noises.
- Speak fluent English.
- Possess fine manipulative skills.

- Students must provide proof of First Aid Certification and CPR certification (one- and two-person, adult, child, and infant, AED) prior to the start of the second semester.

Approximate Costs
- $126 per credit (resident)
- $182 per credit (out-of-state resident)
- Other fees vary by program (books, supplies, materials, tools, uniforms, health-related exams, etc.)

Accreditation
The Medical Assistant program is accredited by the Accrediting Bureau of Health Education Schools (ABHES).

Functional Abilities
Functional abilities are the basic duties that a student must be able to perform with or without reasonable accommodations. At the postsecondary level, students must meet these requirements, and they cannot be modified.

Placement Scores
Accuplacer/ACT scores will be used to develop your educational plan. Please contact your program counselor/advisor at 920-693-1109.

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10501101 Medical Terminology
...focuses on the component parts of medical terms, including prefixes, suffixes, and word roots. Spelling, definition, and pronunciation will enhance student learning as students practice formation, analysis, and reconstruction of medical terms. Medical terminology will come "alive" through an introduction to operative, diagnostic, therapeutic and symptomatic terminology of all body systems, as well as systemic and surgical terminology. Students will explore the Greek and Latin origins of medical terms and commonly used abbreviations.

10501104 Healthcare Customer Service
...is designed as an introduction to customer service for learners interested in working in various health care settings. The learner investigates health care systems and the health care workforce. The learner examines professionalism, interpersonal and written communication skills, and confidentiality as they relate to customer service.

10501107 Intro to Healthcare Computing
...provides an introduction to basic computer functions and applications utilized in contemporary healthcare settings. Students are introduced to the hardware and software components of modern computer systems and the application of computers in the workplace. Emphasis is placed on the use of common software packages, operating systems, file management, word processing, spreadsheet, database, Internet, and electronic mail.

10530182 Human Disease for Hlth Profes
...focuses on the common diseases of each body system as encountered in all types of health care settings by health information professionals. Emphasis is placed on understanding the etiology (cause), signs and symptoms, diagnostic tests, and treatment (including pharmacologic) or each disease.
COREQUISITES: 10501101 Med Term or CONDITION: 101064 Med Trans Spec program requirements met and 10806103 Body Struc & Func or CONDITON: 311067 Medical Transcription program requirements met and 10806103 Body Structure and Function

10806103 Body Structure and Function
...introduces the learner to the structures and functions of the integumentary, musculoskeletal, nervous, sensory, endocrine, cardiovascular, lymphatic, respiratory, digestive, urinary, and reproductive systems.
COREQUISITE: 10838105 Intro Reading and Study Skills or Accuplacer Reading score of 74 or equivalent

31501308 Pharmacology for Allied Health
...introduces students to classifying medications into correct drug categories and applying basic pharmacology principles. Students apply basic pharmacodynamics to identifying common medications, medication preparation, and administration of medications used by the major body systems.
COREQUISITES: 10501101 Medical Terminology and 31509302 Human Body in Health & Disease or 10806103 Body Structure and Function and 10530182 Human Diseases for Health Professions

31509301 Medical Asst Admin Procedures
...introduces learners to office management, business administration, medical coding, risk management, and managed care in the medical office. Students learn to schedule appointments, perform filing, recordkeeping, telephone, and reception duties, while emanating professionalism and confidentiality within ethical and legal boundaries.
CONDITION: 315091 Medical Assistant or 315164 Ophthalmic Medical Assistant program requirements met and COREQUISITE: 10501107 Introduction to Computing for Healthcare

31509302 Human Body in Health & Disease
...focuses on diseases that are frequently first diagnosed and treated in the medical office setting. The disease description, its causes, signs and symptoms, diagnostic procedures, usual treatment, prognosis and prevention of common diseases are addressed.
COREQUISITE: 10501101 Medical Terminology or PREREQUISITE: 10806105 Medical Terminology

31509303 Medical Asst Lab Procedures 1
...introduces medical assistant students to laboratory procedures commonly performed by medical assistants in a medical office setting. Students perform routine laboratory procedures commonly performed in the ambulatory care setting under the supervision of a physician. Students follow laboratory safety requirements and federal regulations while performing specimen collection and processing, microbiology, and urinalysis testing.
COREQUISITE: 31509304 Medical Assistant Clinical Procedures 1 and CONDITION: 315091 Medical Assistant program requirements met

31509304 Medical Asst Clin Procedures 1
...introduces medical assistant students to the procedures performed medical office settings. Students perform basic examining room skills including screening, vital signs, patient history, minor surgery and patient preparation for routine and specialty exams in the ambulatory care setting.
PREREQUISITE: 10806105 Med Term or COREQUISITE: 10501101 Med Term & 31509302 Human Body in Hlth & Dis or 10806103 Body Struc/Func & 10530182 Hum Dis for Hlth Prof & 31509303 Med Assist Lab Proc 1 & CONDITION: 315091 Med Assist program requirements met

31509305 Med Asst Lab Procedures 2
...addresses laboratory procedures commonly performed by medical assistants including phlebotomy, immunology, hematology and chemistry. Students learn to perform routine laboratory procedures commonly performed in the ambulatory care setting under the supervision of a physician.
PREREQUISITE: 31509303 Medical Assistant Lab Procedures I and COREQUISITE: 31509306 Medical Assistant Clinical Procedures 2

31509306 Med Asst Clin Procedures 2
...addresses patient care skills performed by the medical assistant in the medical office setting. Students learn to perform clinical procedures including administering medications, assisting with minor surgery, performing an electrocardiogram, assisting with respiratory testing, educating patients/community, and maintaining clinical equipment in an ambulatory care setting.
PREREQUISITES: 31509304 Medical Assistant Clinical Procedures 1 and 31509303 Medical Assistant Lab Procedures 1 and COREQUISITE: 31509305 Medical Assistant Laboratory Procedures 2

31509307 Med Office Insurance & Finance
...introduces learners to health insurance and finance in the medical office. Students learn to perform bookkeeping procedures, apply managed care guidelines, and complete insurance claim forms. Learners use medical coding and managed care terminology to perform insurance-related duties.
COREQUISITES: 10501101 Medical Terminology, or 10806105 Medical Terminology, 31509302 Human Body in Health & Disease and 10501107 Computing for Healthcare and CONDITION: 315091 Medical Assistant

31509309 Medical Law, Ethics & Profess
...provides the student with the skills to display professionalism, maintain confidentiality, perform within ethical and legal boundaries, examine legal aspects of the medical record, perform risk management procedures, and examine legal and bioethical issues.
CONDITION: 315091 Medical Assistant or 315164 Ophthalmic Medical Assistant program requirements met

31509310 Medical Assistant Practicum
...requires medical assistant students to integrate and apply knowledge and skills from all previous medical assistant courses in actual patient care 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.
CONDITION: 315091 Medical Assistant program requirements met and PREREQUISITE: 31509301 MA-Admin Proceducares and 10501104 Healthcare Customer Service and COREQUISITES: 31509306 MA Clinical Procedures 2, 31509305 MA Lab Proceduces 2, 31509308 Pharmacology for Allied Health, 10510102 Health Insurance and Reimbursement, 31509309 Med Law, Ethics and Professionalism