



Ophthalmic Medical Assistant

Program No: 31-516-4

Technical Diploma

Degree Completion Time: Three Terms

In general, an academic year consists of two terms; however, degree completion time may vary based on student scheduling needs and class availability.

2013-2014

Catalog No.	Class Title	Credit(s)	
Term 1			
10501101	Medical Terminology	3.00	
10501107	Introduction to Healthcare Computing	2.00	
31516306	Basic Ocular Science	4.00	
31501301	Learning Strategies for Health Careers (Optional)-1 Cr		
	Total	9.00	
Term 2			
10530182	Human Diseases for Health Professions	3.00	
31516302	Optical Dispensing	3.00	
31516303	Optical Concepts	3.00	
31516304	Ophthalmic Pre-Testing	3.00	
10806103	Body Structure and Function	3.00	
31809362	Psych for Life	1.00	
	Total	16.00	
Term 3			
10501102	Health Insurance Reimbursement	3.00	
10501104	Healthcare Customer Service	2.00	
31509301	Medical Assistant Administrative Procedures	2.00	
31509309	Medical Law, Ethics and Professionalism	2.00	
31516312	Contact Lenses	2.00	
31516330	Ophthalmic Clinical Procedures and Specialty Testing	4.00	
31516343	Ophthalmic Clinical Experience	3.00	
	Total	18.00	
	Program Total	43.00	
Note:	Program start dates vary; check with your counselor for details.		
	Curriculum and program acceptance requirements are subject to change.		
	About the Career	<p>The Ophthalmic Medical Assistant program prepares students for employment in ophthalmologic 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.</p>	
	Careers	<ul style="list-style-type: none"> • Optometric Assistant • Ophthalmic Assistant • Ophthalmic Medical Assistant • Optical Assistant • Contact Lens Technician 	
	Admissions Steps	<ul style="list-style-type: none"> • Submit Application and \$30 Processing Fee • Complete an Assessment for Placement (Accuplacer or ACT and Keyboarding) • Submit Official Transcripts (High School and Other Colleges) • Complete Background Check and \$16 Processing Fee • Complete Health Requirements • Meet with Program Advisor • Complete Functional Ability Statement of Understanding Form 	
	Program Outcomes	<p>You'll learn to:</p> <ul style="list-style-type: none"> • 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. 	
	Other Program Expectations	<p>You'll need to:</p> <ul style="list-style-type: none"> • Stand and/or walk for eight-hour period. • See fine detail. • Hear faint noises. 	
		<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • \$132 per credit (resident) • \$198 per credit (out-of-state resident) • Other fees vary by program (books, supplies, materials, tools, uniforms, health-related exams, etc.) 	
	Functional Abilities	<p>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.</p>	
	Placement Scores	<p>Accuplacer/ACT scores will be used to develop your educational plan. Please contact your program counselor/advisor at 920-693-1109.</p>	

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.

10501102 Health Insurance and Reimbursement

...introduces the learner to Federal, state, and private health insurance plans and managed care systems; and surveys the coding, submission and processing cycle of claims, as well as reimbursement methods used by payers. It provides application of information to ambulatory settings, pharmacies, hospitals, and long term care.

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*

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*

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* or 315103 *Health Care Technician program requirements met*

31516302 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.

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

31516303 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*

31516304 Ophthalmic Pre-Testing

...covers the history of optometry, relationships between optometry, ophthalmology and optician and various paraprofessional careers in vision care. The course involves the study of and practical experience in patient pre-testing such as case history, visual acuity, color vision, pupil evaluation and depth perception as well as the specialized testing procedures such as keratometry and blood pressure.

COREQUISITE: 31516302 *Optical Dispensing*

31516306 Basic Ocular Science

...introduces learners to the structures, microscopic anatomy, and functional aspects of the eye and visual system. Clinical application emphasizes diseases, disorders and common treatments including pharmacological.

COREQUISITE: 31516302 *Optical Dispensing*

31516312 Contact Lenses

...provides the student in-depth exposure to the technical aspects of clinical contact lens practice. Lecture and laboratory experiences emphasize lens verification, patient education and evaluation.

COREQUISITE: 31516343 *Ophthalmic Clinical Experience* and **PREREQUISITE:** 31516302 *Optical Dispensing*

31516330 Ophthalmic Clinical Procedures Specialty Testing

...provides the student experience and knowledge in areas of special vision care procedures: subjective refraction, visual field testing, slit lamp, Goldmann and non-contact tonometry, ultrasound, basic concepts of orthoptics and the treatment of eye diseases including instillation of eye medications and eye patching. Patient instruction and assistance are emphasized in laboratory sessions.

COREQUISITE: 31516343 *Ophthalmic Clinical Experience* and **PREREQUISITE:** 31516302 *Optical Dispensing*

31516343 Ophthalmic Clinical Experience

...will have students participate in assigned clinical experience beginning with vision screenings on patients from the college and continues in an optometric, ophthalmology or optical setting. Class discussions are held analyzing the results of the screening as well as the students' performance. The student is expected to achieve specific educational objectives determined for this experience.

PREREQUISITE: 31516302 *Optical Dispensing* and **COREQUISITES:** 31516312 *Contact Lenses* and 31516330 *Ophthalmic Clinical Procedures and Specialty Testing*

31809362 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.