

## Program Number 31-509-1 Technical Diploma • Two Terms

### ABOUT THE PROGRAM

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.

### PROGRAM OUTCOMES

- 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.

### 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).

### 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 an assessment for placement (Accuplacer or ACT).
- Complete health requirements.
- Submit Proof of Nursing Assistant Competency.
- Meet Keyboarding skills proficiency.
- Submit Healthcare Provider CPR or Professional Rescuer certification.
- Complete Functional Abilities Statement of Understanding form.
- 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](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 Career Coach about how to apply for aid.

### SPECIAL NOTE

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

### CONTACT

LTC Career Coach  
920.693.1162 • [CareerCoach@gotoltc.edu](mailto:CareerCoach@gotoltc.edu)

Catalog No.	Class Title	Credit(s)
<b>Term 1</b>		
10501101	Medical Terminology	3
10501104	Healthcare Customer Service	2
10501107	Introduction to Healthcare Computing	2
31509301	Medical Assistant Administrative Procedures	2
10806103	Body Structure and Function or 31509302 Human Body in Health & Disease (3cr)	3
10530182	Human Diseases for Health Professions or 31509302 Human Body in Health & Disease (3cr)	3
31509303	Medical Assistant Laboratory Procedures 1	2
31509304	Medical Assistant Clinical Procedures 1	4
		<b>21</b>
<b>Term 2</b>		
10501102	Health Insurance and Reimbursement OR 31509307 Medical Office Insurance & Finance (2 cr)	3
31509305	Medical Assistant Laboratory Procedures 2	2
31509306	Medical Assistant Clinical Procedures 2	3
31501308	Pharmacology for Allied Health	2
31509309	Medical Law, Ethics & Professionalism	2
31509310	Medical Assistant Practicum	3
		<b>15</b>

**TOTAL 36**

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



**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.

**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

**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, electronic mail, and electronic health records (EHR).

**MEDICAL ASSISTANT ADMINISTRATIVE PROCEDURES...**introduces learners to office management, business administration, 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

**MEDICAL ASSISTANT CLINICAL 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. 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

**MEDICAL ASSISTANT CLINICAL 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

**MEDICAL ASSISTANT 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

**MEDICAL ASSISTANT 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 1 and COREQUISITE: 31509306 Medical Assistant Clinical Procedures 2

**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. COND: 315091 Medical Assistant or 315164 Op Med Assistant program requirements met; PRERQ: 31509301 MA-Administrative Procedures & 10501104 Healthcare Customer Service CORQ: 31509306 MA Clinical Procedures 2, 31509305 MA Lab Procedures 2, 31501308 Pharm-Allied Health, 10501102 Health Ins/Reimbursement, 31509309 Med Law, Ethics & Professionalism

**MEDICAL LAW, ETHICS & PROFESSIONALISM...**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

**MEDICAL 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

**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.

**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 10501101 Medical Terminology and 10806103 or 10806103OL and Function and 10530182 Human Diseases for Health Professions or 31509306 Medical Assist Clinical Proc 2