

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.

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

- Work with program Academic Advisor to:
 - Complete an assessment for placement (Accuplacer or ACT).
 - Complete health requirements.
 - Meet Keyboarding skills proficiency.
 - Submit Healthcare Provider CPR or Professional Rescuer certification.
 - Complete Functional Abilities Statement of Understanding form.
 - Meet to plan your first semester schedule, review your entire plan of study, discuss placement assessment results and complete any additional enrollment requirements.

APPROXIMATE COSTS

- \$132.20 per credit tuition (WI resident) plus \$7.27 per credit student activity fee. \$10 per credit online 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 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).
- The one course, Human Body in Health Disease, is offered as two courses: Human Diseases for Health Professions AND Body Structure and Function at LTC.
- Students will need to submit proof of Nursing Assistant competency prior to taking Medical Assistant Clinical Procedures 1.

CONTACT

LTC Career Coach
920.693.1162 • CareerCoach@gotoltc.edu

| Catalog No. | Class Title | Credit(s) |
|---------------|--|-----------------|
| Term 1 | | |
| 10501101 | Medical Terminology | 3 |
| 10501104 | Culture of Healthcare | 2 |
| 10501107 | Digital Literacy for Healthcare | 2 |
| 31509301 | Medical Assistant Administrative Procedures | 2 |
| 10806103 | Body Structure and Function OR 31509302 Human Body in Health and 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 |
| | | 21 |
| Term 2 | | |
| 10501102 | Health Insurance and Reimbursement OR 31509307 Medical Office Insurance and 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 |
| | | 15 |
| | | TOTAL 36 |

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 2017-2018 rates and are subject to change prior to the start of the academic year.



CULTURE OF HEALTHCARE...is an introduction to the culture of healthcare for students interested in working in various healthcare settings. Learners examine professionalism, interpersonal and written communication skills, problem-solving skills and patient privacy and confidentiality issues as they relate to healthcare.

DIGITAL LITERACY FOR HEALTHCARE...focuses on the use of technology in healthcare. Learners use common business software applications, including word processing, presentation, spreadsheet, and databases. Communication methods using technology are addressed. Learners gain experience with using the electronic health record (EHR). Healthcare EHR security issues, social media use, and digital healthcare resources are examined.

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

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: 315164 Ophthalmic Medical Assistant program requirements met or 315091 Medical Assistant and COREQUISITE: 10501107 Intro to Healthcare Computing

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: 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 and CNA Competency

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. Practicum is completed in 2 1/2 weeks after graduation. Student's CPR and First Aid certification must be current throughout the entire Practicum. COND: 315091 Med Ast or 315164 Op Med Ast prg reqs met; PRERQ: 31509301 MA-Adm Prc & 10501104 Healthcare Customer Service; CORQ: 31509306 MA Clin Prc 2, 31509305 MA Lab Prc 2, 31501308 Phrm-Allied Hlth, 10501102 Hlth Ins/Reimb, 31509309 Med Law/Ethcs/Prof

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: 31509302 Human Body in Hlth & Disease or 10501101 Medical Term and 10806103 or 10806103OL Body, Struc, Function and 10530182 Human Diseases for Health Professions and 31509306 Medical Assist Clinical Proc 2