

**Program Number 31-516-4**  
**Technical Diploma • Three Terms**

### ABOUT THE PROGRAM

The Ophthalmic Medical Assistant program prepares students for employment in ophthalmic 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.

### 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).

### 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 health requirements.
  - Complete Functional Abilities Statement of Understanding form.
  - Meet Keyboarding skills proficiency.
  - Meet to plan your first semester schedule, review your entire plan of study, 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](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

- Eye exam required prior to Ophthalmic Pre-testing course (minimum of 12 months prior).
- Students must provide proof of First Aid certification and CPR certification before Ophthalmic Clinical Experience course.

### 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
31516306	Basic Ocular Science	3
		<b>6</b>
<b>Term 2</b>		
10530182	Human Diseases for Health Professions	3
31516302	Optical Dispensing	4
31516303	Optical Concepts	3
31516304	Ophthalmic Pre-Testing	4
		<b>14</b>
<b>Term 3</b>		
31809362	Psychology for Life	1
31509309	Medical Law, Ethics and Professionalism	2
31516312	Contact Lenses	2
31516330	Ophthalmic Clinical Procedures Specialty Testing	4
31516343	Ophthalmic Clinical Experience	3
		<b>12</b>
		<b>TOTAL 32</b>

*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.*



**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..  
CONDITION: 315164 Ophthalmic Medical Assistant program requirements met

**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

**HUMAN DISEASE FOR HEALTH PROFESSIONS...**focuses on the common diseases of each body system as encountered in all types of health care settings by health professionals. Emphasis is placed on understanding the etiology (cause), signs and symptoms, diagnostic tests, and treatment (including pharmacological) of each disease. COREQUISITES: 10501101 Med Term or CONDITION: 101064 Med Trans Spec program requirements met and 10806103 Body Struc & Func or CONDITION: 311067 Medical Transcription program requirements met and 10806103 Body Structure and Function

**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 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.

**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 Specialty Testing

**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 evaluation, 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

**OPHTHALMIC PRE-TESTING...**covers the history of optometry, relationships between optometry, ophthalmology and opticianary 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 measurement. COREQUISITE: 31516302 Optical Dispensing

**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

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

**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.