

# Medical Assistant

Program Number: 31-509-1

## One-Year Technical Diploma

Health-Related Professions Program Cluster

Center of Health & Safety Education

Program offered at Madison Campuses

For information call: (608) 246-6065, (608) 243-4774 or (800) 322-6282 Ext. 6065 or 4774

## About the Program

The Madison Area Technical College Medical Assistant program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), on recommendation of the Curriculum Review Board of the American Association of Medical Assistants Endowment (AAMAE). Commission on Accreditation of Allied Health Education Programs, 35 East Wacker, Drive, Suite 1970, Chicago, IL, 60601-2208, (312) 553-9355.

The Medical Assistant is a two-semester program which prepares students to work in doctors' offices, clinics and other medical facilities. As one of health care's most versatile and in demand professions, graduates perform various duties such as assisting in the physical exam, drawing blood, administering EKGs, and carrying out lab procedures. Clinical experiences are provided through placement in a local medical clinic during the last four weeks of the final semester. Graduates are eligible and encouraged to sit for the national certification examination offered by the American Associate of medical Assistants ([www.aama-nt.org](http://www.aama-nt.org)).

Aptitudes and interests that are helpful are a genuine interest in medicine and in helping people.

## Unique Requirements for Admission

- 1) High school graduate, HSED or GED;
- 2) two semesters of high school level or one semester of college level of science with grades of C or better;
- 3) Math competency (within the last two years) demonstrated through satisfactory scores on the Compass or equivalent assessment test or college-level Math.
- 4) Satisfactory testing in Reading, Writing and E-Write Compass testing or equivalent testing.

## Program Requirements

- 1) a physical health exam with the [Health History form](#) completed, including documentation of immunizations is required prior to beginning program lab courses;
- 2) a two-step TB test is required at least once per year;
- 3) current Healthcare Provider CPR Certification prior to Practicum;
- 4) Criminal Background Check prior to clinicals, for more information: [www.dhfs.state.wi.us/caregiver](http://www.dhfs.state.wi.us/caregiver).

## Curriculum

The courses listed below outline the requirements for graduation for students entering this program in the 2011-2012 academic year. Requirements for graduation may vary depending on the semester in which a student is admitted to their program. Current/continuing students should consult their degree progress report available through their student center (myMadisonCollege) account for specific graduation requirements. Program requirements are subject to change.

FIRST YEAR		Hrs/week
First Semester	Credits	Lec-Lab
31-509-301	Medical Assistant Administrative Procedures .....	2 2-0
31-509-302	Human Body in Health and Disease ** OR .....	3 5-0
20-806-206	General Anatomy & Physiology** OR .....	4 5-4
20-806-208	Anatomy & Physiology I & II .....	8 3-2
10-501-101	Medical Terminology* .....	3 3-0
31-509-303	Medical Assistant Laboratory Procedures 1 .....	2 2-2
31-509-304	Medical Assistant Clinical Procedures 1 .....	4 4-4
10-103-133	Excel-Beginning** .....	1 2.25- .75
10-103-137	Word-Beginning** .....	1 1.5-1.5
<b>Semester Total</b>		<b>16</b>

### Second Semester

31-509-305	Medical Assistant Laboratory Procedures 2 .....	2 2-3
31-509-306	Medical Assistant Clinical Procedures 2 .....	3 4-3
31-509-307	Medical Office Insurance and Finance .....	2 3-0
31-501-308	Pharmacology for Allied Health .....	2 4-0
31-509-309	Medical Law, Ethics and Professionalism .....	2 2-0
10-801-195	Written Communications ** ### OR .....	3 3-0
20-801-201	English 1 ** ### .....	(3) (3-0)
31-509-310	Medical Assistant Practicum .....	3 1
<b>Semester Total</b>		<b>17</b>

\*\*Course which may be taken prior to entering the program.

### English taken with second semester classes are to be completed in less that 12 week in order to participate in the Medical Assistant Clinicals and Practicum

*Note: Students are placed in English or mathematics courses based on their scores on the COMPASS or ASSET test or on completion of the appropriate prerequisite/s.*

**Note:** A copy of the [essential functions](#) necessary to successfully complete the program of study is available on the web site.



## Program Courses

**31-501-308 Pharmacology for Allied Health 2 credits**  
Introduces students to medication and basic pharmacology principles. Students apply basic pharmacodynamics to identify common medications and calculate dosages in preparation for medication administration. Prerequisite: All first semester courses. Corequisites: 31-509-305 and 31-509-306.

**31-509-301 Medical Assistant Admin Procedures 2 credits**  
Introduces medical assistant students to office management and business, business administration, and the electronic medical record (EMR) in the medical office. Students learn to schedule appointments, perform filing, record keeping, inventory of supplies, telephone and reception duties, communicate effectively with patients and other medical office staff. Prerequisites or Corequisites: Computer classes and admitted to Medical Assistant program.

**31-509-302 Human Body in Health & Disease 3 credits**  
Focuses on diseases that are frequently first diagnosed and treated in the medical office setting. Students learn to recognize the causes, signs and symptoms of diseases of the major body systems as well as the diagnostic procedures, usual treatment, prognosis and prevention of common diseases. Prerequisite or Corequisite: Medical Terminology.

**31-509-303 Medical Assistant Lab Procedures 1 2 credits**  
Introduces medical assistant students to laboratory procedures commonly performed by medical assistants in a medical office setting. Students perform CLIA waived routine laboratory procedures commonly performed in the ambulatory care setting. Students follow laboratory safety requirements and federal regulations while performing specimen collection and processing, microbiology and urinalysis testing. Prerequisite or Corequisite: All other first semester courses. Corequisites: 31-509-304 and admitted to Medical Assistant program.

**31-509-304 Medical Assistant Clinical Procedures I 4 credits**  
Introduces medical assistant students to the clinical procedures performed in the medical office setting. 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 or Corequisite: All other first semester courses. Corequisites: 31-509-303 and admitted to Medical Assistant program.

**31-509-305 Medical Assistant Lab Procedures 2 2 credits**  
Prepares students to perform laboratory procedures commonly performed by medical assistants in the ambulatory care setting under the supervision of a physician. Students perform phlebotomy, immunology, hematology and chemistry laboratory procedures. Prerequisite: All first semester courses. Corequisites: 31-509-306 and 31-509-310.

**31-509-306 Medical Assistant Clinical Procedures 2 3 credits**  
Prepares students to perform phlebotomy and CLIA waived hematology, chemistry, immunology and laboratory procedures commonly performed by medical assistants in the ambulatory care setting. Prerequisite: All first semester courses. Corequisites: 31-509-305 and 31-509-310.

**31-509-307 Medical Office Insurance and Finance 2 credits**  
Introduces medical assistant students to health insurance and finance in the medical office. Students perform bookkeeping procedures, apply managed care guidelines and complete insurance claim forms. Students use medical coding and managed care terminology to perform insurance-related duties. Prerequisites: Admitted to the program, 10-501-101, 31-509-302 and computer courses.

**31-509-309 Medical Law, Ethics and Prof 2 credits**  
Prepares students to display professionalism and perform within ethical and legal boundaries in the health care setting. Students maintain confidentiality, examine legal aspects of the medical record, perform quality improvement procedures, examine legal and bioethical issues, and demonstrate awareness of diversity. Prerequisites: Admitted to the program. Prerequisites or Corequisites: 10-501-101 and 31-509-302.

**31-509-310 Medical Assistant Practicum 3 credits**  
Requires medical assistant students to integrate and apply knowledge and skills from all previous medical assistant courses in actual ambulatory health 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. This is a supervised, unpaid, clinical experience. Prerequisites: 31-509-303 and 31-509-304. Corequisites: 31-509-305 and 31-509-306.

## Career Potential:

- Medical Assistant
- Claims Analyst
- Medical Records Clerk
- Medical Office Assistant
- Phlebotomist
- Pharmacy Aide
- Receptionist
- EKG Technician

With additional education and/or work experience, graduates may find employment as:

- Laboratory Assistant
- Medical Office Manager
- Medical Transcriptionist

*More detailed and updated information on this program may be available at: [madisoncollege.org](http://madisoncollege.org). The college reserves the right to make changes in the regulations and courses announced in this publication without notice.*

*Madison Area Technical College provides equal opportunity in education and employment.*

*Rev. 09/10*