

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) 246-6110 or (800) 322-6282 Ext. 6065 or 6110

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 program is designed to orient students to the duties of a physician's office employee, from general office procedures to the technical phases of examining room assisting and elementary medical laboratory techniques. Occupational experience is provided through placement in a local office/clinic during the last four weeks of the final semester. Graduates are eligible to sit for the national certification examination immediately after graduation.

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 math and science with a grades of C or better;
- 3) satisfactory scores on the COMPASS or equivalent assessment test.

Program Requirements

- 1) Keyboarding skills at 30 wpm or better; 2) a physical health exam, including documentation of immunizations is required prior to beginning program lab courses; 3) a two-step TB test is required at least once per year; 4) current Healthcare Provider CPR Certification prior to externship;
- 5) Criminal Background Check prior to clinicals, for more information: www.dhfs.state.wi.us/caregiver.

Curriculum

FIRST YEAR

First Semester		Credits	Hrs/week Lec-Lab
31-509-301	Medical Assistant Administrative Procedures	1	1-1
31-509-302	Human Body in Health and Disease	3	5-0
10-501-101	Medical Terminology**	3	3-0
10-501-104	Principles of Customer Service in Healthcare	2	2-0
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
Semester Total		17	

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	1	2-0
10-809-199	Psychology of Human Relations** OR	3	3-0
20-809-231	Introduction to Psychology**	(3)	(3-0)
31-509-310	Medical Assistant Externship	3	1
Semester Total		16	

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

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 upon request from the division office.

Program Courses

10-501-104 Principles of Customer Service in Healthcare 2 credits

This course is designed as an introduction to customer service for learners interested in working in various healthcare settings. The learner investigates healthcare systems, safety standards, and the workforce. The learner examines professionalism, interpersonal and written communication skills, and confidentiality as they relate to customer service in healthcare. Prerequisites or Corequisites: 31-509-303 & 31-509-304.

31-501-308 Pharmacology for Allied Health 2 credits

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. Prerequisite: All first semester courses. Corequisites: 31-509-305 and 31-509-306.

31-509-301 Medical Assistant Admin Procedures 1 credit

Introduces medical assistant students to office management and business administration in the medical office. Students learn to schedule appointments, perform filing, record keeping, telephone and reception duties, communicate effectively with patients and other medical office staff and keep an inventory of supplies. 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. Prerequisite: Admitted to Medical Assistant program.

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 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. 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 31-501-308.

31-509-306 Medical Assistant Clinical Procedures 2 3 credits

Prepares medical assistant students to perform patient care skills in the medical office setting. Students 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. Prerequisite: All first semester courses. Corequisites: 31-509-305 and 31-501-308.

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: 10-501-101, 31-509-302 and computer courses.

31-509-309 Medical Law, Ethics and Prof 1 credit

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 risk management procedures and examine legal and bioethical issues. Prerequisites: 31-509-305 and 31-509-306.

31-509-310 Medical Assistant Externship 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: matcmadison.edu. 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. 05/09