

Medical Assistant

31-509-1 Technical Diploma (one-year)

Financial Aid Eligible

Campuses: Ashland, New Richmond, Rice Lake, Superior

Students in selected health sciences programs will travel to the Shell Lake Health Education Center. Travel requirements are customized to meet individual program course competencies.

Combination of On Site and Online instruction.

Program Overview

Medical assistants are multi-skilled health professionals specifically educated to work in ambulatory settings performing administrative and clinical duties. The practice of medical assisting directly influences the public's health and well-being, and requires mastery of a complex body of knowledge and specialized skills requiring both formal education and practical experience that serve as standards for entry into the profession.

The Medical Assistant program prepares individuals to assist physicians in their offices or other medical settings. Medical assistants, sometimes referred to as clinical assistants, perform a wide range of duties. The medical assistant is responsible for medical and surgical asepsis, taking vital signs, drawing blood, giving injections, assisting the physician with examinations and surgery, administering ECGs and administering medications. The business/administrative duties include patient reception, appointment making, record keeping, filing, bookkeeping, insurance handling, typing medical correspondence and transcription and computer applications. Laboratory functions include specimen collection, performance of basic laboratory tests and microscopic work.

The minimum goal for the Medical Assistant program, as identified by the AAMA, is to prepare competent entry-level medical assistants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.

The Medical Assistant program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), upon the recommendation of the Medical Assisting Education Review Board (MAERB). Commission on Accreditation of Allied Health Education Programs, 9355 - 113th St. N, #7709, Seminole, FL 33775, phone: 727-210-2350, www.caahep.org, www.aama-ntl.org.



Admission Requirements

- Complete Online application form
- Have earned a high school diploma or GED certificate; current high school seniors must provide both a current high school transcript and a final (official) transcript with confer date
- Review and sign Background Check Disclosure
- Review and sign Functional Abilities Disclosure
- Complete admissions meeting with a Northwood Tech counselor (academic admission requirements apply - see page 33 for more information)

Program-Specific Requirements

- Submit Background Check fee
- Have an acceptable Wisconsin Caregiver Background Check, National Criminal Background Check, Minnesota Caregiver Background Check (if applicable), and other states, if applicable (required at program start and prior to practicum)
- Pass a physical exam, have current immunizations, and demonstrate negative status for tuberculosis (Tb)
- COVID vaccination---highly recommended
NOTE: Northwood Technical College cannot guarantee clinical placement or ability to progress in the program if a student is not able to meet the clinical site requirements including but not limited to; influenza vaccine, covid vaccine, negative tb skin test or QuantiFERON®-TB Gold In-Tube test (QFT-GIT) or T-SPOT®. TB test (T-Spot), up to date acceptable background check, or any other clinical requirements required by the clinical site. Northwood Technical College cannot guarantee clinical placement if the clinical site must be changed due to students inability to meet the site specific requirements. Many sites require the

student information 4-6 weeks prior to the clinical start date.

- Possess current certification of First Aid and "BLS Basic Life Support"
- Review and sign Health Sciences Confidentiality Statement
- Participate in a mandatory program orientation session

Program Outcomes

Medical Assistant graduates will be able to:

- 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 healthcare setting
- Demonstrate safety and emergency practices in a healthcare setting

Graduates of the program are eligible to sit for the Certified Medical Assistant examination.

Career Outlook

Typical positions available after graduation include:

- Medical Assistant
- Clinical Assistant
- Phlebotomist

Career Pathway

The Medical Assistant program includes the following pathway option (page 246):

- Patient Service Specialist

Required Courses

Number	Course Title	Credits (cr.)
Program Courses		
31509301	Medical Assistant Administrative Procedures*	2 cr.
31509302	Human Body in Health and Disease*	3 cr.
31509303	Medical Assistant Laboratory Procedures 1*	2 cr.
31509304	Medical Assistant Clinical Procedures 1*	4 cr.
31509305	Medical Assistant Laboratory Procedures 2*	2 cr.
31509306	Medical Assistant Clinical Procedures 2*	3 cr.
31509307	Medical Office Insurance and Finance*	2 cr.
31509308	Pharmacology for Allied Health*	2 cr.
31509309	Medical Law, Ethics and Professionalism	2 cr.
31509310	Medical Assistant Practicum*	3 cr.
Program Courses Total		25 cr.

General Education Courses

10501101	Medical Terminology	3 cr.
31501107	Digital Literacy for Healthcare	2 cr.
32801361	Applied Communications#	2 cr.
General Education Courses Total		7 cr.

TOTAL CREDITS 32 cr.

* Requires a prerequisite and/or corequisite that must be completed with a grade point of 2.0 or better.

See pages 38-41 for course descriptions.

You must earn a grade point of 2.0 or better in all required courses.

Note: program may be completed in two or more semesters.

Course repeat policies exist that allow for only a certain number of retakes within this program; please refer to the policies for details.

Course Descriptions

(See pages 38-41 for General Education course descriptions)

10501101

Medical Terminology - Credits: 3

Focuses on the component parts of medical terms: prefixes, suffixes and word roots. Students practice formation, analysis and reconstruction of terms. Emphasis on spelling, definition and pronunciation. Introduction to operative, diagnostic, therapeutic and symptomatic terminology of all body systems, as well as systemic and surgical terminology.

31501107

Digital Literacy for Healthcare - Credits: 2

The focus of this course is 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. NOTE: This course is for Medical Assistant students.

31509301

Medical Assistant Administrative Procedures - Credits: 2

Introduces medical assistant students to office management, business administration, and the electronic medical record (EMR) 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. PREREQUISITE: Declared Medical Assistant program (315091) or Patient Service Specialist plan (305092) and COREQUISITES: 31501107 Digital Literacy for Healthcare, 10501101 Medical Terminology, 31509302 Human Body in Health and Disease, 31509303 Medical Assistant Laboratory Procedures 1, and 31509304 Medical Assistant Clinical Procedures 1.

31509302

Human Body in Health and Disease - Credits: 3

Students learn to recognize human body structure and function in health and disease states. Students explore the causes, signs, and symptoms of diseases of the major body systems as well as the diagnostic procedures, usual treatment, prognosis, and prevention of diseases commonly diagnosed and treated in the medical office setting. COREQUISITE: 10501101 Medical Terminology.

31509303

Medical Assistant Laboratory Procedures 1 - Credits: 2

Introduces medical assistant students to laboratory procedures commonly performed by medical assistants in a medical office setting. Students perform Clinical Laboratory Improvement Amendment (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: Admission to Medical Assistant program and COREQUISITES: 31501107 Digital Literacy for Healthcare, 10501101 Medical Terminology, 31509302 Human Body in Health and Disease, 31509301 Medical Assistant Administrative Procedures, and 31509304 Medical Assistant Clinical Procedures 1.

31509304

Medical Assistant Clinical Procedures 1 - Credits: 4

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. Learner explores communication principles and psychology theories related to patient care. PREREQUISITE: Admission into the Medical Assistant program and COREQUISITES: 31501107 Digital Literacy for Healthcare, 31509302 Human Body in Health and Disease, 10501101 Medical Terminology, 31509301 Medical Assistant Administrative Procedures and 31509303 Medical Assistant Laboratory Procedures 1.

31509305

Medical Assistant Laboratory Procedures 2 - Credits: 2

Prepares students to perform phlebotomy and Clinical Laboratory Improvement Amendment (CLIA) waived hematology, chemistry, immunology and laboratory procedures commonly performed by medical assistants in the ambulatory care setting. PREREQUISITES: 10501101 Medical Terminology, 31509302 Human Body in Health & Disease, 31509303 Medical Assistant Laboratory Procedures 1, and 31509304 Medical Assistant Clinical Procedures 1 and COREQUISITES: 31509306 Medical Assistant Clinical Procedures 2, 31509307 Medical Office Insurance and Finance, and 31509308 Pharmacology for Allied Health.

31509306

Medical Assistant Clinical Procedures 2 - Credits: 3

Prepares medical assistant students to perform patient care skills in the medical office setting. Students perform clinical procedures including administering medications, performing an electrocardiogram, assisting with respiratory testing, coaching patients, and assisting with emergency preparedness in an ambulatory care setting. Students learn preventive care and principles of nutrition. PREREQUISITES: 10501101 Medical Terminology, 31509302 Human Body in Health & Disease, 31509303 Medical Assistant Laboratory Procedures 1, and 31509304 Medical Assistant Clinical Procedures 1 and COREQUISITES: 31509305 Medical Assistant Laboratory Procedures 2, 31509307 Medical Office Insurance and Finance, and 31509308 Pharmacology for Allied Health.

31509307

Medical Office Insurance and Finance - Credits: 2

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: 10501101 Medical Terminology and 31509302 Human Body in Health and Disease, 31509303 Medical Assistant Laboratory Procedures 1, and 31509304 Medical Assistant Clinical Procedures 1, and COREQUISITES: 31501107 Digital Literacy for Healthcare, 31509305 Medical Assistant Laboratory Procedures 2, 31509306 Medical Assistant Clinical Procedures 2, 31509308 Pharmacology for Allied Health.

31509308

Pharmacology for Allied Health - Credits: 2

Introduces students to medication classification and basic pharmacology principles, and supplements. Students apply basic pharmacodynamics to identify common medications and calculate dosages in preparation for medication administration. PREREQUISITES: 10501101 Medical Terminology and 31509302 Human Body in Health and Disease, 31509303 Medical Assistant Laboratory Procedures 1, and 31509304 Medical Assistant Clinical Procedures 1 and COREQUISITES: 31509305 Medical Assistant Laboratory Procedures 2, 31509306 Medical Assistant Clinical Procedures 2, 31509307 Medical Office Insurance and Finance.

31509309

Medical Law, Ethics and Professionalism - Credits: 2

Prepares students to display professionalism and perform within ethical and legal boundaries in the health care setting. Students maintain confidentiality, examine legal aspects of ambulatory healthcare, perform quality improvement procedures, examine legal and bioethical issues, and demonstrate awareness of diversity.

31509310

Medical Assistant Practicum - Credits: 3

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. MAERB required Practicum - 160 minimum hours up to 216 hours. PREREQUISITES: Current BLS Basic Life Support and first aid, successful completion or standing in all other program courses, approval of program faculty, compliance with Wisconsin Caregiver Law, and program Health Requirements are met.