

Medical Assistant

31-509-1 | Technical Diploma | 32 Credits | 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
- Submit an official high school (or HSED/GED) transcript with graduation date.
 - If you are a current high school student, you can be admitted with an unofficial, or official, current transcript. Your final official transcript with graduation date must be submitted prior to the program starting or you will be withdrawn from the program.
- Review and sign Background Check Disclosure
- Complete admissions meeting with a Northwood Tech counselor (academic admission requirements apply - see page 37 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)
- Complete physical exam and health requirements, including immunizations
- 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 217):

- 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*	<u>3 cr.</u>
Program Courses Total		25 cr.
General Education Courses		
10501101	Medical Terminology	3 cr.
31501307	Digital Literacy for Healthcare	2 cr.
32801361	Applied Communications	<u>2 cr.</u>
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.

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.

See pages 221-302 for course descriptions.