

Northwood Technical College

FY22 (2021-22) Medical Assistant Program

The following is additional information about the Northwood Technical College Medical Assistant (MA) program.

This information supplements the program webpage and district catalog.

Degree: One Year Technical Diploma

MEDICAL ASSISTANT (MA) PROGRAM - 33 credits

The Medical Assistant program is a one-year (two semester) program. Students must complete 33 credits to graduate. Students are encouraged to take some courses prior to beginning the core courses. The program combines lecture, laboratory, and externship in a clinical setting. Travel is required to clinical sites; students must provide their own transportation. Clinical locations are to be determined.

PROGRAM DIRECTOR

Janel Ouimette CMA (AAMA), BS

MA Program Director/Instructor

Northwood Technical College

1900 College Drive

Rice Lake, WI 54868

Phone: 715-788-7057

E-mail: janel.ouimette@NorthwoodTech.edu

PROGRAM LOCATIONS/CORE COURSES BEGIN

Ashland—Fall Semester

New Richmond—Fall Semester

Rice Lake—Spring Semester

Superior—Fall Semester

ADDITIONAL ADMISSION PROCESS REQUIREMENTS Due to the limited availability of space, transfer students are admitted on a space-available basis only. If space is available, you will be contacted as to what additional documentation must be provided to complete your transfer and course registration. Transfers are handled on a first-come, first-served basis.

There is no time limit for course transferability, but a competency examination may be required to determine level of knowledge. Please be advised that there may be a waiting list. You can obtain application materials by contacting the Admissions Advisor.

Submit official college transcripts and associated materials to the Admissions Advisor of the campus you wish to attend:

Jennifer Bednarik

Admissions Advisor – Ashland Campus

Northwood Technical College

2100 Beaser Ave

Ashland, WI 548606

Phone: 715-685-3039

jennifer.bednarik@NorthwoodTech.edu

Tia Dietz

Admissions Advisor – Rice Lake Campus

Northwood Technical College

1900 College Dr

Rice Lake, WI 54868

Phone: 715-788-7144

tia.dietz@NorthwoodTech.edu

Jodi Saliny

Admissions Advisor – New Richmond Campus

Northwood Technical College

1019 S. Knowles Ave

New Richmond, WI 54017

Phone: 715-752-8119

jodi.saliny@NorthwoodTech.edu

Rachel Lee

Admissions Advisor – Superior Campus

Northwood Technical College

600 N 21st St

Superior, WI 54880

Phone: 715-319-7331

rachel.lee@NorthwoodTech.edu

Northwood Technical College does not discriminate on the basis of race, color, religion, sex, national origin, age, disability or status in any group protected by state or local law in employment, admissions or its programs or activities. The following person has been designated to handle inquiries regarding the College's nondiscrimination policies: Amanda Gohde, Director, Human Resources, Administrative Office, 505 Pine Ridge Drive, Shell Lake WI 54871, 715-645-7042, Wisconsin Relay TTY: 711, amanda.gohde@NorthwoodTech.edu.

MA COURSEWORK

MA courses are developed so that they must be taken in order. **All** required courses **must be successfully** completed prior to starting 10509310 Medical Assistant Practicum.

CLASS COMMITMENT

The average amount of time spent in the classroom for a full-time student is between 32-35 hours per week. In addition to scheduled class time, it is expected that students spend at least two to three hours studying for each hour of classroom lecture they attend. This represents a significant time commitment, and most students find it necessary to reduce work hours during the program.

TRANSFER CREDIT

Official college transcripts are required for any college coursework that has been completed. Official college transcripts must be sealed and sent from the sending institution.

MA PROGRAM STANDARDS

Students **must** earn a grade of 2.0 or higher in all required courses. Students must also successfully pass all required course competencies. For specific program course requirements, see individual course syllabi. Failure to achieve a 2.0 in a course, failure to achieve the exam score as specified in the individual course syllabi or failure to pass all required course competencies will delay advancement in the program until an acceptable grade is achieved. Two program courses may only be repeated once. This policy also applies to coursework taken at other colleges. If a course needs to be repeated, please contact your advisor before registering. This includes taking a similar course at another college.

COMPUTER NEEDS

Since all Medical Assistant courses include a web-based component, students are required to have computer and internet access.

ACCREDITATION

Northwood Tech's Medical Assistant programs are accredited by the Commission on Accreditation of Allied Health Education Programs ([CAAHEP](http://www.caahep.org)), upon the recommendation of the Medical Assisting Education Review Board ([MAERB](http://www.maerbo.org)) which is governed by the American Association of Medical Assistants (AAMA).

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

For questions on accreditation and certification, please contact the Program Director.

GRADUATE SALARY EXPECTATIONS

Graduates earn between \$31,738—\$42,845 annually. The most recent graduate follow-up study indicates the average yearly salary to be \$36,495. Graduates can expect to receive shift differential pay.

FY22 (2021-22)
Checklist for TRANSFER into Medical Assistant Program

Phase 1: Application for Medical Assistant Program (Transfer Track)

- _____ Complete **application** and submit with fee (fee waiver may apply if previously submitted). Any student admitted into a Medical Assistant program within the Wisconsin Technical College System (WTCS) will receive reciprocity for admission at any other WTCS MA program. The student is responsible for submitting a copy of their previous admission information.
- _____ Have earned a high school diploma or GED certificate. Current HS seniors must provide both a current high school transcript and a final transcript with confer date
- _____ Review and sign Background Check **Disclosure**
- _____ Review and sign the Functional Abilities **Disclosure**
- _____ Complete **admissions meeting** with Northwood Tech counselor

Because space in the Medical Assistant program is limited, transfer students will be admitted as space is available.

Phase 2: *Will be collected by the MA Program Director before the first day of starting semester:*

- _____ 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
- _____ Pass a physical exam, have current immunizations, and demonstrate negative status for tuberculosis (Tb). Decision to not receive vaccinations may limit ability to obtain clinical placement based upon meeting site placement requirements.
- _____ Possess current certification of First Aid and "CPR for Healthcare Providers" or equivalent
- _____ Review and sign Health Sciences Confidentiality Statement

FY22 (2021-22)**MEDICAL ASSISTANT PROGRAM**

Prices listed are approximate costs and subject to change

Application	\$30.00
Textbooks (MA occupational specific courses)	\$747.00
WI Caregiver Background Check x2	\$20.00
MN Caregiver Background Check	\$29.10
National Criminal Background Check	\$52.00

FIRST TERM TUITION/FEES: \$3,317.50

10-501-101 Medical Terminology	\$456.00
10-801-136 English Composition 1	\$456.00
10-501-107 Digital Literacy for Healthcare	\$305.50
31-509-301 Medical Assistant Administrative Procedures	\$336.00
31-509-302 Human Body in Health & Disease	\$456.00
31-509-303 Medical Assistant Laboratory Procedures 1	\$336.00
31-509-304 Medical Assistant Clinical Procedures 1	\$672.00
SUPPLIES (classroom folders, etc.)	\$50.00
Watch w/2nd hand	\$20.00
Stethoscope (Required)	varied
White lab coat	\$27.00
Each WITC Patch	\$3.00
Classroom Uniform	\$200.00
Namepin (LRC)	free

COURSE PREREQUISITE

AHA CPR for Health Care Providers & First Aid (Medic or Heartsaver)	\$107.75
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SECOND TERM - TUITION/FEES: \$2,468

31-509-305 Medical Assistant Laboratory Procedures 2	\$336.00
31-509-306 Medical Assistant Clinical Procedures 2	\$504.00
31-509-307 Medical Office Insurance & Finance	\$336.00
31-501-308 Pharmacology for Allied Health	\$305.50
31-509-309 Medical Law, Ethics & Professionalism	\$305.50
31-509-310 Medical Assistant Practicum	\$456.00
Practicum Uniform including shoes	\$100.00

CMA (AAMA) Exam Fee	\$125.00
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APPROXIMATE PROGRAM TOTAL \$6,771.35

Transportation costs to and from clinical agencies will vary

Computer, other required hardware, or upgrade costs will be discussed on an individual basis.

Students are responsible for additional clinical agency requirements.

Students are responsible for health form costs (Tb test, Immunizations, titres, exam, etc.)