

# 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

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Rice Lake, WI 54868

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### **PROGRAM LOCATIONS/CORE COURSES BEGIN**

Ashland—Fall Semester

New Richmond—Fall Semester

Rice Lake—Spring Semester

Superior—Fall Semester

### **ACADEMIC ADMISSION REQUIREMENTS**

You will be admitted to the program based on the date and time the admission criteria are met.

### **MA COURSEWORK**

MA courses are developed so that they must be taken in order. Program progression options are included with this document. Completion of "CPR for Healthcare Providers" training is required prior to 2nd semester. Program progression options are included at the bottom of this document. **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.

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](mailto:amanda.gohde@NorthwoodTech.edu).

## 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.maerb.org)) which is governed by the American Association of Medical Assistants (AAMA).

Commission on Accreditation of Allied Health Education Programs

9355 – 113<sup>th</sup> St. N. #7709

Seminole, FL 33775

Phone: 727-210-2350

[www.caahep.org](http://www.caahep.org) [www.aama-ntl.org](http://www.aama-ntl.org)

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

## BACKGROUND CHECK AND CONVICTION RECORD

Students in the MA program will attend clinical sessions in the ambulatory setting that are regulated by state and federal government. The laws state that these clinical agencies may not hire anyone with a history of conviction of certain crimes. Northwood Tech must contract with these agencies to provide your clinical experiences while in the program. In order to do so, the agencies expect Northwood Tech to adhere to the same guidelines—in other words, they view students as temporary employees.

Conviction history will be explained at the mandatory program orientation. Prior to the start of the MA program, a caregiver background check will be obtained from the [Wisconsin Department of Health Services](http://www.wisconsin.gov). Within 90 days of the start of MA Practicum, another check will be run through the [Wisconsin Department of Health Services](http://www.wisconsin.gov), along with a national criminal background check from [Verified Credentials, Inc](http://www.verifybackground.com), and, if applicable, a caregiver background check through the [Minnesota Department of Human Services](http://www.human-services.org). Having a conviction history will not necessarily stop you from entering the program. We will need to discuss the charges with you and will make every attempt to confidentially resolve the concern with the clinical agencies utilized for the clinical courses. Ultimately the ambulatory clinical agencies reserve the right to determine what is an acceptable background check. The clinical agencies may deny access to their setting based on a negative background check. If this occurs, you would not be able to complete the MA program requirements. A felony and some other violations may also prevent a student from taking the national CMA (AAMA) exam. The costs of background checks are the responsibility of the student.

## SCHOLARSHIPS AND FINANCIAL AID

Full time students are eligible for financial aid. Scholarships are available.

## 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.

## PROGRAM PROGRESSION OPTIONS

The Medical Assistant Program is scheduled to be completed in two semesters as indicated on the Curriculum Checklist. However, if you feel that you would like to spread the courses out over a longer period of time, the following courses *could* all be taken before you enter into the occupational specific courses. Please refer to the Curriculum Checklist for pre- and co-requisite requirements.

Course Name	Catalog Number	Number of Credits
Medical Terminology	10-501-101	3 Credits
Human Body in Health and Disease	31-509-302	3 Credits
English Composition 1	10-801-136	3 Credits
Medical Law, Ethics and Professionalism	31-509-309	2 Credits
Digital Literacy for Healthcare	10-501-107	2 Credits

**Checklist for Medical Assistant Admission**

**\*\* All criteria in Phase 1 must be met before moving to Phase 2 \*\***

**Phase 1: Application for Medical Assistant Program**

- \_\_\_\_\_ Complete **application** and submit with fee (fee waiver may apply if previously submitted)
  
- \_\_\_\_\_ **Academic Admission requirements:** Students who are considering the program must meet one of the following items:
  - Minimum High School GPA of 2.1
  - ACT Score of 18
  - Minimum College GPA 2.0 (min 3 cr)
  - Associate or bachelor’s degree
  - Accuplacer scores

Additional measures may be considered as determined by the counselor.
  
- \_\_\_\_\_ 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 Functional Abilities Disclosure
  
- \_\_\_\_\_ Complete admissions meeting with Northwood Tech counselor (academic admission requirements apply)

**Phase 2: Entry to Medical Assistant Program**

***Will be collected by Medical Assistant instructors:***

- \_\_\_\_\_ 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). Decision not to 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
  
- \_\_\_\_\_ Participate in a mandatory Medical Assistant program orientation

**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.)