

Northwood Technical College

FY24 (2023-24) 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 - 32 CREDITS

The Medical Assistant program is a one-year (two semester) program. Students must complete 32 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

715-788-7057

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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 "BLS Basic Life Support" 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, 1900 College Drive, Rice Lake WI 54868, 715-731-1223 Wisconsin Relay TTY:711, 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 – 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.

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, LLC](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

Financial aid is available to help you pay for your education. It can come in the form of grants, loans, federal work-study, military and veterans benefits, division of vocational rehabilitation benefits, and scholarships.

Students in the Dental Assistant program may not be eligible to receive full financial aid, due to Department of Education regulations on how credits are recognized. For more information contact your [campus Financial Aid Advisor](http://www.nwtech.edu/campus-financial-aid).

GRADUATE SALARY EXPECTATIONS

Graduates earn between \$33,036-\$54,596 annually. The most recent graduate follow-up study indicates the average yearly salary to be \$39,510. 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
Applied Communications	32-801-361	2 Credits
Medical Law, Ethics and Professionalism	31-509-309	2 Credits
Digital Literacy for Healthcare	31-501-107	2 Credits

FY24 (2023-24)
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 Northwood Tech application.
- _____ 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 scoresAdditional measures may be considered as determined by the counselor.
- _____ Have earned a high school diploma or GED/HSED 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

- _____ Submit Background Check fee to Student Services as designated on cover page
- _____ 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 "BLS Basic Life Support" or equivalent. This must be obtained prior to second semester.
- _____ Review and sign Health Sciences Confidentiality Statement (will be collected by Medical Assistant instructors)
- _____ Participate in a mandatory Medical Assistant program orientation

FY24 (2023-24) MEDICAL ASSISTANT PROGRAM

Prices listed are approximate costs and subject to change

TEXTBOOKS (MA occupational specific courses)	\$716.00
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BACKGROUND CHECKS (required): \$79.00

WI Caregiver Background Check x2	\$20.00
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National Criminal Background Check	\$59.00
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ADDITIONAL PROGRAM REQUIREMENTS: \$300

Supplies (classroom folders, etc.)	\$50.00
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Watch w/2nd hand	\$20.00
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Stethoscope (Required)	varied
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White lab coat	\$27.00
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Each Northwood Tech Patch	\$3.00
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Classroom Uniform	\$200.00
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Namepin (LRC)	free
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FIRST TERM TUITION/FEES: \$2974.20

10-501-101 Medical Terminology	\$472.20
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32-801-361 Applied Communications	\$316.30
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31-501-107 Digital Literacy for Healthcare	\$316.30
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31-509-301 Medical Assistant Administrative Procedures	\$349.30
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31-509-302 Human Body in Health & Disease	\$472.20
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31-509-303 Medical Assistant Laboratory Procedures 1	\$349.30
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31-509-304 Medical Assistant Clinical Procedures 1	\$698.60
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COURSE PREREQUISITE

47-531-437 BLS Basic Life Support	\$56.09
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SECOND TERM - TUITION/FEES: \$2,427.35

31-509-305 Medical Assistant Laboratory Procedures 2	\$349.30
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31-509-306 Medical Assistant Clinical Procedures 2	\$523.95
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31-509-307 Medical Office Insurance & Finance	\$349.30
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31-509-308 Pharmacology for Allied Health	\$316.30
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31-509-309 Medical Law, Ethics & Professionalism	\$316.30
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31-509-310 Medical Assistant Practicum	\$472.20
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Practicum Uniform including shoes	\$100.00
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CMA (AAMA) Exam Fee	\$125.00
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APPROXIMATE PROGRAM TOTAL	\$6,677.64
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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.)