

**Program Number 31-509-1**  
**Technical Diploma • Two Terms (30 weeks)**

**ABOUT THE PROGRAM**

The Medical Assistant program prepares individuals to assist physicians in their offices or other medical settings. Before you see your physician, during an office visit, it is very likely that you interact with a Medical Assistant first. Medical Assistants serve an important role on the healthcare team by providing a wide variety of clinical, administrative, and laboratory skills. The Medical Assistant is responsible for medical and surgical asepsis, taking vital signs, assisting the physician with examinations and surgery, administering EKGs and administering medications. The business/administrative duties include patient reception, appointment making, record keeping, filing, bookkeeping, insurance handling, typing medical correspondence and transcription and electronic medical record applications. Laboratory functions include specimen collection, performance of basic laboratory tests and microscopic work. If you want a career that places you at the heart of healthcare, medical assisting may be just what you are looking for. This is a blended program (online and face-to-face components).

**PROGRAM OUTCOMES**

- 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 health care setting.
- Demonstrate safety and emergency practices in a health care setting.

**CAREER AND EDUCATION ADVANCEMENT OPPORTUNITIES**

LTC credits transfer to over 30 universities. For more information visit [gotoltc.edu/future-students/transfer](http://gotoltc.edu/future-students/transfer).

Medical Assistant graduates may bridge into the evening Licensed Practical Nursing program (LPN) by becoming a Certified Medical Assistant, having 3,000 hours worked in the field, and meeting all pre-reqs for the PN program.

**ADMISSIONS AND FIRST SEMESTER ENROLLMENT STEPS**

- Submit online application.
- Complete background check and \$20 processing fee.
- Complete the online Student Success Questionnaire.
- Complete Technical Standards form.
- Read and acknowledge understanding of the Medical Assistant Program Handbook.
- Schedule a Program Counseling Session with your assigned program counselor to plan your first semester schedule, review your entire plan of study, discuss the results of the Student Success Questionnaire, review and submit signed program handbook signature page.

*\*Submit transcripts and test scores (optional, highly recommended): College transcripts, along with high school transcripts and test scores from within the last five years, used for course registration. Official transcripts needed for transferring college credit(s) and for financial aid purposes.*

**FUTURE SEMESTER ENROLLMENT STEPS**

- Complete health requirements.

**APPROXIMATE COSTS**

- \$141 per credit tuition (WI resident) plus \$8.46 per credit student activity fee. Material fee varies depending on course. Other fees vary by program. Visit [gotoltc.edu/financial-aid/tuition-and-fees](http://gotoltc.edu/financial-aid/tuition-and-fees) for details.

**FINANCIAL AID**

This program is eligible for financial aid. Visit [gotoltc.edu/Financial-Aid](http://gotoltc.edu/Financial-Aid) or talk with your Admissions Advisor about how to apply for aid.

**SPECIAL NOTE**

- The Medical Assistant program is accredited by the Accrediting Bureau of Health Education Schools (ABHES).
- CPR and First Aid certification must be current throughout the entire Practicum.

**CONTACT**

LTC Admissions Advisor  
 920.693.1162 • [Admissions@gotoltc.edu](mailto:Admissions@gotoltc.edu)

Catalog No.	Class Title	Credit(s)
<b>Term 1</b>		
10501101	Medical Terminology	3
10501104	Culture of Healthcare	2
10501107	Digital Literacy for Healthcare	2
31509301	Medical Assistant Administrative Procedures	2
31509302	Human Body in Health & Disease	3
31509303	Medical Assistant Laboratory Procedures 1	2
31509304	Medical Assistant Clinical Procedures 1	4
		<b>18</b>
<b>Term 2</b>		
10501102	Health Insurance and Reimbursement OR 31509307 Medical Office Insurance & Finance (2 cr)	3
31509305	Medical Assistant Laboratory Procedures 2	2
31509306	Medical Assistant Clinical Procedures 2	3
31501308	Pharmacology for Allied Health	2
31509309	Medical Law, Ethics & Professionalism	2
31509310	Medical Assistant Practicum	3
		<b>15</b>
		<b>TOTAL 33</b>

*Curriculum and Program Acceptance requirements are subject to change. Program start dates vary; check with your advisor for details. The tuition and fees are approximate based on 2020-2021 rates and are subject to change prior to the start of the academic year.*

**CULTURE OF HEALTHCARE...**is an introduction to the culture of healthcare for students interested in working in various healthcare settings. Learners examine professionalism, interpersonal and written communication skills, problem-solving skills, patient privacy, and confidentiality issues as they relate to healthcare.

**DIGITAL LITERACY FOR HEALTHCARE...**focuses on 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.

**HUMAN BODY IN HEALTH & DISEASE...**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 and Reading placement assessment equivalent

**MEDICAL ASSISTANT ADMINISTRATIVE PROCEDURES...**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. CONDITION: Reading placement assessment and 315091 Medical Assistant program requirements met and COREQUISITE: 10501107 Digital Literacy for Healthcare

**MEDICAL ASSISTANT CLINICAL PROCEDURES 1...**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. COREQUISITE: 31509302 Human Body in Hlth & Dis and 31509303 Med Assist Lab Proc 1 & CONDITION: Reading placement assessment and 315091 Med Assist program requirements met

**MEDICAL ASSISTANT CLINICAL PROCEDURES 2...**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 situations in an ambulatory care setting. Students learn preventive care and principles of nutrition. PREREQUISITES: 31509304 Medical Assistant Clinical Procedures 1 and 31509303 Medical Assistant Lab Procedures 1 and COREQUISITE: 31509305 Medical Assistant Laboratory Procedures 2

**MEDICAL ASSISTANT LAB PROCEDURES 1...**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. COREQUISITE: 31509304 Medical Assistant Clinical Procedures 1 and CONDITION: Reading placement assessment and 315091 Medical Assistant program requirements met

**MEDICAL ASSISTANT LAB PROCEDURES 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. PREREQUISITE: 31509303 Medical Assistant Lab Procedures 1 and COREQUISITE: 31509306 Medical Assistant Clinical Procedures 2

**MEDICAL ASSISTANT PRACTICUM...**requires medical assistant students to integrate and apply knowledge and skills from all previous medical assistant courses in acute 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. This 216-hour clinical experience begins 3 days/week starting mid-semester and may extend beyond the date of graduation. Student's CPR and First Aid certification must be current throughout the entire Practicum. CONDITION: 315091 Medical Assistant and Health Form completed and PREREQUISITES: 31509301 MA-Adm Prc, 10501104 Cult of Hlthcare, 31509302 Human Body Hlth Diseas and COREQUISITES: 31509306 MA Cl Prc 2, 31509305 MA Lab Prc 2, 31501308 Phrm-Allied Hlth, 10501102 Hlth Ins/Reimb, 31509309 Med Law/Ethcs/Prof

**MEDICAL LAW, ETHICS & PROFESSIONALISM...**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. CONDITION: 315091 Medical Assistant or 315164 Ophthalmic Medical Assistant program requirements met

**MEDICAL OFFICE INSURANCE & FINANCE...**introduces learners to health insurance and finance in the medical office. Students learn to perform bookkeeping procedures, apply managed care guidelines, and complete insurance claim forms. Learners use medical coding and managed care terminology to perform insurance-related duties. COREQUISITES: 10501101 Medical Terminology, or 10806105 Medical Terminology, 31509302 Human Body in Health & Disease and 10501107 Computing for Healthcare and CONDITION: 315091 Medical Assistant

**MEDICAL TERMINOLOGY...**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.

**PHARMACOLOGY FOR ALLIED HEALTH...**introduces students to medication classification, basic pharmacology principles, and supplements. Students apply basic pharmacodynamics to identify common medications and calculate dosages in preparation for medication administration. COREQUISITES: 31509302 Human Body in Hlth & Disease and 31509306 Medical Assist Clinical Proc 2 or 31509302 Human Body in Health and Disease and CONDITION: 315164 Ophthalmic Medical Assistant program requirements met