



# MEDICAL ASSISTANT

## Technical Diploma Program Code: 31-509-1 Total Credits: 29-31

Mid-State's Medical Assistant program prepares graduates to work confidently in medical offices and clinics, assisting in the reception, examination, and treatment of patients. You'll learn valuable clinical and clerical skills as well as how to sterilize equipment and perform lab procedures, EKGs, and injections. The program's combination of classroom instruction and clinical practicum at a variety of area medical offices and clinics provides comprehensive, cognitive (knowledge), psychomotor (skills), and affective (behavior) preparation. Successful graduates are eligible to write one of two voluntary national certification exams for medical assistants.

**Estimated tuition and fees:** [mstc.edu/programcosts](http://mstc.edu/programcosts)

### ACADEMIC ADVISOR

To schedule an appointment with an academic advisor, call 715.422.5300. Academic advisors will travel to other campuses as necessary to accommodate student needs. For more information about advising, visit [mstc.edu/advising](http://mstc.edu/advising).

### CHECKLIST:

This section will be completed when meeting with your academic advisor.

- FAFSA ([www.fafsa.gov](http://www.fafsa.gov))
- Financial Aid Form(s)  
Form(s): \_\_\_\_\_
- Follow-Up Appointment:  
Where: \_\_\_\_\_  
When: \_\_\_\_\_  
With: \_\_\_\_\_
- Official Transcripts  
Mid-State Technical College  
Student Services Assistant  
1001 Centerpoint Drive  
Stevens Point, WI 54481
- Criminal Background Statement of  
Understanding and Release of  
Information Form
- Other: \_\_\_\_\_  
\_\_\_\_\_



[mstc.edu](http://mstc.edu) • 888.575.6782 • TTY: 711



**ADAMS CAMPUS**  
401 North Main  
Adams, WI 53910

**MARSHFIELD CAMPUS**  
2600 West 5th Street  
Marshfield, WI 54449

**STEVENS POINT CAMPUS**  
1001 Centerpoint Drive  
Stevens Point, WI 54481

**WISCONSIN RAPIDS CAMPUS**  
500 32nd Street North  
Wisconsin Rapids, WI 54494

# CAREER PATHWAY • BEGIN AT ANY POINT

HIGH SCHOOL STUDENT

COLLEGE TRANSFER

RETURNING ADULT

## CREDIT FOR PRIOR LEARNING AND EXPERIENCE

### CREDIT FOR PRIOR LEARNING AND EXPERIENCE

- Certifications and Licenses
- High School Credit
- Military Experience
- National/Standardized Exams
- Transfer Credit
- Work and Life Experience

Learn about Credit for Prior Learning at [mstc.edu/cpl](https://mstc.edu/cpl).

## CERTIFICATE

### HEALTHCARE FOUNDATIONS

Certificate • 6 Credits

### REGISTERED NURSE REFRESHER SERIES

Certificate • 8 Credits

For more information and additional opportunities, visit [mstc.edu/career-accelerator](https://mstc.edu/career-accelerator).

## TECHNICAL DIPLOMA

### MEDICAL ASSISTANT

Technical Diploma • 29-31 Credits

#### Start Your Career

- Appointment Clerk (Medical/Dental)
- Medical Assistant
- Medical Records Clerk

## BACHELOR'S DEGREE

### BACHELOR'S DEGREE OPTIONS

For more information and additional opportunities, visit [mstc.edu/transfer](https://mstc.edu/transfer).

## OTHER OPTIONS

### RELATED PROGRAMS

- Dental Assistant
- Health & Wellness Promotion
- Health Information Management
- Medical Coder
- Nursing
- Nursing Assistant
- Phlebotomy Technician
- Respiratory Therapy
- Sterile Processing Technician
- Surgical Technology

## PROGRAM OUTCOMES

Employers will expect you, as a Medical Assistant graduate, to 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 health care setting.
- Demonstrate safety and emergency practices in a healthcare setting.

## TECHNICAL SKILLS ATTAINMENT

The Wisconsin Technical College System (WTCS) has implemented a requirement that all technical colleges measure program outcomes attained by students. This requirement is called Technical Skills Attainment (TSA). The main objective of TSA is to ensure graduates have the technical skills needed by employers. Students are notified of TSA reporting in the Advanced Coding course.

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Per CAAHEP Standard II.A, the goal of this program is “to prepare Medical Assistants who are competent in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains to enter the profession.” This program is accredited by the Commission on Accreditation of Allied Health Programs ([www.caahep.org](http://www.caahep.org)) upon the recommendation of the Medical Assisting Education Review Board (MAERB).

Graduates are eligible to take the national certification exams offered by the American Association of Medical Assistants (AAMA) and American Medical Technologists (AMT).



### Commission on Accreditation of Allied Health Education Programs

9355 113th St. N, #7709, Seminole, FL 33775  
Phone: 727.210.2350 • [www.caahep.org](http://www.caahep.org)

## ADDITIONAL ENTRY CRITERIA

To apply to the Medical Assistant program, please submit the following documents to Mid-State Admissions:

- Criminal Background Statement of Understanding and Release of Information form.

**Mid-State Technical College • Admissions**  
**500 32nd Street North, Wisconsin Rapids, WI 54494**

## TECHNICAL STANDARDS

A list of specific physical, emotional, and mental tasks needed to function as a medical assistant is available at [mstc.edu/programs/medical-assistant](http://mstc.edu/programs/medical-assistant). Contact the Disability Services coordinator in the Student Services & Information Center to receive assistance.

## CLINICAL-RELATED REQUIREMENTS

Prior to placement at a clinical site, students need to pay for a criminal background check and provide documentation of required health work to a private vendor.

Students are responsible for ensuring all requirements remain current during program enrollment.

Clinical sites have the right to refuse a student's placement based on inadequate health records, pending charges, or conviction records. Students with a criminal history may not be able to complete clinical courses. Mid-State will make two attempts to place a student in an appropriate clinical experience. If Mid-State is unable to place the student after two attempts, the student will be withdrawn from the clinical course and will not be able to advance in the program.

## PROGRAM PROGRESSION AND COMPLETION

In order to maintain a passing status and progress in the program, students must:

- Repeat courses not completed with a grade of “C” or better prior to progressing in core courses or other courses with co- or prerequisites.
- Receive a grade of “C” or better in all courses required for graduation.

Please note that the ability to repeat courses is dependent upon availability in courses. Students may be required to apply for program re-entry in order to repeat courses within the program's instructional area.

## STUDENT HANDBOOK

Visit [mstc.edu/studenthandbook](http://mstc.edu/studenthandbook) to view Mid-State's student handbook, which contains information about admissions, enrollment, appeals processes, services for people with disabilities, financial aid, graduation, privacy, Mid-State's Student Code of Conduct, and technology.

## GRADUATION REQUIREMENT

The GPS for Student Success course is required for all Mid-State program students and is recommended to be completed before obtaining 12 credits. (Not counted in the total credit value for this program.) Some students are exempt from this requirement. Please see your program advisor for more information.

### GPS for Student Success

#### **10890102 ..... 1 credit**

Integrate necessary skills for student success by developing an academic plan, identifying interpersonal attributes for success, adopting efficient and effective learning strategies, and utilizing Mid-State resources, policies, and processes. This course is recommended to be completed prior to obtaining 12 credits and is a graduation requirement unless you receive an exemption from your program advisor.

## ADDITIONAL COURSES AS NEEDED

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The following courses may be recommended or required if the student does not achieve minimum Accuplacer scores.

#### College Reading and Writing 1

**10831104** .....**3 credits**

Provides learners with opportunities to develop and expand reading and writing skills to prepare for college-level academic work. Students will employ critical reading strategies to improve comprehension, analysis, and retention of texts. Students will apply the writing process to produce well-developed, coherent, and unified written work.

#### Pre-Algebra

**10834109** .....**3 credits**

Provides an introduction to algebra. Includes operations on real numbers, solving linear equations, percent and proportion, and an introduction to polynomials and statistics. Prepares students for elementary algebra and subsequent algebra-related courses.

## SAMPLE FULL-TIME CURRICULUM OPTION

Term	15-17 credits
31801368 Workplace Communication	1
31509301 Medical Assistant Administrative Procedures	2
31509302 Human Body in Health & Disease	3
<b>-or-</b>	
10806177 General Anatomy & Physiology ☑	4
31509303 Medical Assistant Laboratory Procedures 1	2
31509304 Medical Assistant Clinical Procedures 1	4
31509318 Technology Foundations for Medical Assistants	1
31509320 Medical Terminology for Medical Assistants	2
<b>-or-</b>	
10501101 Medical Terminology ☑	3
Term	14 credits
31509305 Medical Assistant Laboratory Procedures 2	2
31509306 Medical Assistant Clinical Procedures 2	3
31509307 Medical Office Insurance and Finance	2
31509308 Pharmacology for Allied Health ☑	2
31509309 Medical Law, Ethics, and Professionalism	2
31509310 Medical Assistant Practicum	3
<b>Total credits 29-31</b>	

## SAMPLE PART-TIME CURRICULUM OPTION

Term	5-7 credits
31509302 Human Body in Health & Disease	3
<b>-or-</b>	
10806177 General Anatomy & Physiology ☑	4
31509320 Medical Terminology for Medical Assistants	2
<b>-or-</b>	
10501101 Medical Terminology ☑	3
Term	4 credits
31509308 Pharmacology for Allied Health ☑	2
31509318 Technology Foundations for Medical Assistants	1
31801368 Workplace Communication	1
Term	10 credits
31509301 Medical Assistant Administrative Procedures	2
31509303 Medical Assistant Laboratory Procedures 1	2
31509304 Medical Assistant Clinical Procedures 1	4
31509309 Medical Law, Ethics, and Professionalism	2
Term	10 credits
31509305 Medical Assistant Laboratory Procedures 2	2
31509306 Medical Assistant Clinical Procedures 2	3
31509307 Medical Office Insurance and Finance	2
31509310 Medical Assistant Practicum	3
<b>Total credits 29-31</b>	

☑ This course has options available to receive credit for prior learning (CPL) or work experience. Visit the website at [mstc.edu/cpl](http://mstc.edu/cpl) or contact your advisor for details.

Please Note:

- This curriculum sequence is only for student planning. Actual student schedules will vary depending on course availability.
- Program completion time may vary based on student scheduling and course availability. For details, go to [mstc.edu/schedule](http://mstc.edu/schedule).

MULTIPLE MEASURES	
<b>Multiple Measures Writing (MMW):</b> High school GPA of 2.6 and successful completion of 2.0 credits of high school writing courses with a “C” or better	<b>Multiple Measures Reading (MMR):</b> High school GPA of 2.6 and successful completion of 2.0 credits of high school literature courses with a “C” or better
<b>Multiple Measures Math 1 (MMM_1):</b> High school GPA of 2.6 and successful completion of 1.0 credits of high school math (Algebra 1 or equivalent) with a “C” or better	<b>Multiple Measures Math 2 (MMM_2):</b> High school GPA of 2.6 and successful completion of 2.0 credits of high school math including Algebra 1 and Algebra 2 with a “C” or better
<b>Multiple Measures Science 1 (MMS_1):</b> High school GPA of 2.6 and successful completion of 1.0 credits of high school lab science course with a “C” or better	<b>Multiple Measures Science 2 (MMS_2):</b> High school GPA of 2.6 and successful completion of 1.0 credits of high school chemistry with a “C” or better

*Past high school and college transcripts are used in making course placement decisions.*

# COURSE DESCRIPTIONS

## **General Anatomy & Physiology** ☒

**10806177..... 4 credits**

Examines basic concepts of human anatomy and physiology as they relate to health sciences. Using a body systems approach, the course emphasizes the interrelationships between structure and function at the gross and microscopic levels of organization of the entire human body. It is intended to prepare health care professionals who need to apply basic concepts of whole-body anatomy and physiology to informed decision making and professional communication with colleagues and patients.

*Prerequisite: High School GPA of 2.6 and MMS\_1 and MMM\_1 or Accuplacer Reading Skills of 262 and QAS of 246 or ACT Math score of 19 and Reading score of 19 or College Math 10804107 or Intermediate Algebra with Applications 10804118 with a "C" or better, or General Chemistry 10806134, or General Biology 10806114, or Human Body in Health & Disease 31509302*

## **Human Body in Health & Disease**

**31509302.....3 credits**

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.

## **Medical Assistant Administrative Procedures**

**31509301.....2 credits**

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.

*Prerequisite: Admission to Medical Assistant program 315091*

## **Medical Assistant Clinical Procedures 1**

**31509304..... 4 credits**

Introduces medical assistant students to 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 setting. Learner explores communication principles and psychology theories related to patient care.

*Prerequisite: Admission into Medical Assistant program 315091; Corequisite: Medical Assistant Laboratory Procedures 1 31509303*

## **Medical Assistant Clinical Procedures 2**

**31509306.....3 credits**

Prepares medical assistant students to perform patient care skills in the medical office setting. Students perform clinical procedures including administering medications, assisting with minor surgery, performing an electrocardiogram, assisting with respiratory testing, educating patients/community, and maintaining clinical equipment in an ambulatory setting. Students learn preventive care and principles of nutrition.

*Prerequisites: Medical Assistant Clinical Procedures 1 31509304, Medical Assistant Laboratory Procedures 1 31509303, Medical Terminology for Medical Assistants 31509320, and Human Body in Health and Disease 31509302; Corequisite: Medical Assistant Laboratory Procedures 2 31509305*

## **Medical Assistant Laboratory Procedures 1**

**31509303.....2 credits**

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.

*Prerequisite: Admission to Medical Assistant program 315091; Corequisite: Medical Assistant Clinical Procedures 1 31509304*

## **Medical Assistant Laboratory Procedures 2**

**31509305.....2 credits**

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: Medical Assistant Laboratory Procedures 1 31509303; Corequisite: Medical Assistant Clinical Procedures 2 31509306*

## **Medical Assistant Practicum**

**31509310.....3 credits**

Requires medical assistant students to integrate and apply knowledge and skills from all previous medical assistant courses in actual 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. AAMA required Practicum - 160 minimum hours (AAMA minimum) up to 216 hours.

*Prerequisites: Medical Assistant Laboratory Procedures 2 31509305 and Medical Assistant Clinical Procedures 2 31509306*

## **Medical Law, Ethics, and Professionalism**

**31509309.....2 credits**

Prepares students to display professionalism and perform within ethical boundaries in the healthcare setting. Students maintain confidentiality, examine legal aspects of the medical record, perform risk management procedures, and examine legal and bioethical issues.

# COURSE DESCRIPTIONS

## **Medical Office Insurance and Finance**

**31509307 .....2 credits**

Introduces medical assistant students to health insurance and finance in the medical office. Students perform bookkeeping procedures, apply managed care guidelines, and complete insurance claim forms. Students also use medical coding and managed care terminology to perform insurance-related duties.

*Prerequisite: Admission to Medical Assistant program 315091;*

*Corequisite: Medical Assistant Clinical Procedures 2 31509306.*

## **Medical Terminology ☑**

**10501101..... 3 credits**

Focuses on the component parts of medical terms: prefixes, suffixes, and word roots. Students practice formation, analysis, and reconstruction of terms. Emphasizes spelling, definition, and pronunciation. Introduces operative, diagnostic, therapeutic, and symptomatic terminology of all body systems as well as systemic and surgical terminology.

## **Medical Terminology for Medical Assistants**

**31509320 ..... 2 credits**

Focuses on the prefixes, suffixes, and root words of medical terminology. Students will practice pronunciation, spelling, and analysis of words associated with different body systems. Abbreviations common to the field of medical assisting will be introduced.

## **Pharmacology for Allied Health ☑**

**31509308 .....2 credits**

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.

## **Technology Foundations for Medical Assistants**

**31509318 ..... 1 credit**

The focus of this course is on the electronic technology used for professional communication, organization, and patient care. Students will explore basic word processing, spreadsheets, databases, presentation delivery, email correspondence, electronic health records, and the privacy and security issues important to the role of a medical assistant.

## **Workplace Communication**

**31801368 ..... 1 credit**

Analyze workplace communication situations to develop professional verbal and written communication skills. Learners apply verbal and written communication skills, as well as conflict resolution strategies, to improve workplace communication climates and promote personal and professional growth.