

# MEDICAL ASSISTANT



**Program Code 31-509-1**  
**Expected Program Costs: \$5,300**  
**Median Annual Salary: \$27,000**

## OVERVIEW

The Medical Assistant program prepares you for a rewarding career working in medical offices and clinics. This career involves assisting in the reception, examination and treatment of patients. You will learn valuable clinical and clerical skills such as scheduling appointments, maintaining medical records, performing various lab procedures, EKGs, injections and sterilizing equipment. You will receive classroom instruction and clinical practicum at a variety of medical offices and clinics in the area. Students are required to participate in an unpaid externship.

The Mid-State Technical College Medical Assistant program is accredited by the Commission on Accreditation of Allied Health Education Programs ([www.caahep.org](http://www.caahep.org)) upon the recommendation of the Medical Assisting Education Review Board (MAERB).

## Commission on Accreditation of Allied Health Education Programs

35 East Wacker Dr. Suite 1970  
Chicago, IL 60601-2208  
312.553.9355

As a successful graduate of this program, you are eligible to write one of two National Certification Exams for Medical Assistants. This certification is voluntary.

The Medical Assistant program is offered at the Marshfield and Stevens Point campuses.

## 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 healthcare setting
- Demonstrate safety and emergency practices in a healthcare setting

## CAREER OPTIONS

Appointment Clerk  
Appointment Secretary  
Dental Aide  
Medical Assistant  
Medical Records Clerk  
Optometric Assistant  
Pharmacy Technician  
Physical Therapy Aide  
Receptionist

## POTENTIAL FOR ADVANCEMENT

Audiology Assistant  
Departmental Supervisor  
EEG Technician  
Emergency Medical Technician  
EMG Technician  
Histology Assistant  
Home Care Aide

In-Service Educator-Medical  
Medical Laboratory Technician  
Medical Transcriptionist  
Office Manager  
Phlebotomist  
Physician's Assistant  
Ultrasonographic Technician  
X-Ray Technologist

*Potential advancement generally requires further education.*

## ADMISSIONS PROCEDURES

To apply to the Medical Assistant program, please complete the following steps and submit documents to the MSTC Admissions Office:

### Step 1:

1. Complete an MSTC application form and return it with the \$30 non-refundable application fee.
2. Complete the Accuplacer or ACT test. Minimum scores required:
  - Reading-Accuplacer score of 55
  - Sentence Skills-Accuplacer score of 60
  - Math-Accuplacer score of 34
  - ACT equivalents for above scores are acceptable.

If a student does not meet the required test scores, they may retest or complete an identified structured course(s) in the Academic Support Center.

3. Submit an official copy of all academic transcripts, including high school, college or university and HSED/GED.
4. Complete a Background Information Disclosure (BID) form and submit \$15 for Caregiver Background check. The Wisconsin Caregiver Law requires a background check. This form is available at <http://www.mstc.edu/pdf/BIDform.pdf>.
5. Complete an online program information session found on MSTC's website to learn about the profession, academic requirements and impact on one's personal life.

When the requirements for Step 1 are completed, the student will be conditionally admitted to the program and may be eligible for financial aid.

### Step 2:

To be eligible to enroll in Medical Assistant core courses, complete the following:

1. Complete Intro to Reading and Study Skills with a grade of "C" or better, an Accuplacer score of 67 or higher, or ACT equivalent.
2. Complete Pre-Algebra with a grade of "C" or better, an Accuplacer score of 67 or higher, or ACT equivalent.

3. Complete Intro to College Writing with a grade of "C" or better, an Accuplacer Sentence Skills score of 67 or higher or ACT equivalent.
4. Complete keyboarding assessment at 25 wpm or better or complete a keyboarding course with a grade of "C" or better.
5. Complete the Intent to Enroll form and submit proof of completion of all requirements to the Student Affairs Office in Wisconsin Rapids.

- d. Accept clinical assignment(s) regardless of time and location, including transportation and other personal arrangements.

**PROGRAM PROGRESSION**

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

- Receive a grade of "C" or better in all core, general education, elective and transfer courses.
- Maintain a program GPA of 2.0 or higher.

If a student is not successful in a 31-509 course, he/she will be withdrawn from the program sequence. Potential continuation is dependent upon availability in course/program.

Students will receive three attempts to pass any 31-509 course. If a passing grade is not achieved in three attempts, the student will be permanently withdrawn from the program or program waiting list. A withdrawal grade "W" counts as one attempt for the course. Requests for special consideration should be directed to the Service & Health Associate Dean.

If a student does not progress to Medical Assistant practicum, they may be required to repeat a course(s) or take a proficiency exam before proceeding to practicum.

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

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**CREDIT FOR PRIOR LEARNING**

Credit for Prior Learning is available for certain courses in the form of high school advanced standing, transfer credit, test credit, military experience and experiential credit. Please contact an MSTC counselor with any questions you may regarding this option.

**FUNCTIONAL ABILITIES**

A list of specific physical, emotional and mental tasks needed to function as a Medical Assistant is available in Student Affairs Offices or at mstc.edu. It is your responsibility to notify the disabilities services coordinator in Student Affairs to receive assistance.

**CLINICAL RELATED REQUIREMENTS**

Clinical sites have the right to refuse a student's admission based on pending charges and conviction records. If you have a criminal history, you may not be able to complete clinical courses. MSTC will make two attempts to place a student in an appropriate clinical experience.

Prior to beginning a clinical experience in a health care facility, students must:

- a. Provide evidence of good health by completion of required health work within three months prior to starting their clinical experience.
- b. Provide evidence of current CPR.
- c. Obtain the required uniform for clinical experiences.

<b>CURRICULUM</b>		
		<b>(16 credits)</b>
<b>Term</b>		
10103107	Applied Microsoft Office for Health	2
10501101	Medical Terminology	3
10509102	Human Body in Health and Disease	3
31106301	Medical Assistant Administrative Procedures	2
31509303	Medical Assistant Laboratory Procedures 1	2
31509304	Medical Assistant Clinical Procedures 1	4
		<b>(17 credits)</b>
<b>Term</b>		
10501108	Pharmacology for Allied Health	2
10501109	Medical Law, Ethics and Professionalism	2
10801195	Written Communication	3
31106307	Medical Office, Insurance, and Finance	2
31509305	Medical Assistant Laboratory Procedures 2	2
31509306	Medical Assistant Clinical Procedures 2	3
31509310	Medical Assistant Practicum	3
		<b>Total Credits 33</b>
Please Note:		
<ul style="list-style-type: none"> <li>• The Medical Assistant program has August and January start dates. We advise you to meet with an academic advisor or counselor to successfully plan your academic schedule.</li> <li>• This curriculum sequence is only for student planning. Actual student schedules will vary depending on course availability.</li> <li>• Degree completion time may vary based on student scheduling and course availability.</li> <li>• For General Education course descriptions (800 level), see section marked under Course Descriptions.</li> </ul>		

## PROGRAM COURSE DESCRIPTION

### **10103107 // 2 credits**

#### **Applied Microsoft Office for Health**

Develops introductory computer and software application skills using the Windows Operating System and Microsoft Office Suite (Word, Excel, and Access), Outlook, and Internet Explorer through demonstrations and lab exercises. Emphasizes technical skills in Excel workbooks and Access databases for health careers.

### **10501101 // 3 credits**

#### **Medical Terminology**

Students focus on the component parts of medical terms: prefixes, suffixes and word roots. Students will 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.

### **10501108 // 2 credits**

#### **Pharmacology for Allied Health**

Introduces students to classifying medications into correct drug categories and applying basic pharmacology principles. Students apply basic pharmacodynamics to identifying common medications, medication preparation, and administration of medications used by the major body systems.

### **10501109 // 2 credits**

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

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

### **10509102 // 3 credits**

#### **Human Body in Health and Disease**

Focuses on diseases that are frequently first diagnosed and treated in the medical office setting. Students learn to recognize the causes, signs, and symptoms of diseases of the major body systems as well as the diagnostic procedures, usual treatment, prognosis and prevention of common diseases.

*Corequisite: Medical Terminology 10501101*

### **31106301 // 2 credits**

#### **Medical Assistant Administrative Procedures**

Introduces medical assistant students to office management and business administration 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. Students apply introductory medical coding skills and managed care terminology.

*Prerequisite: Admission to Medical Assistant Program 315091*

### **31106307 // 2 credits**

#### **Medical Office, Insurance, and Finance**

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 use medical coding and managed care terminology to perform insurance-related duties.

### **31509303 // 2 credits**

#### **Medical Assistant Laboratory Procedures 1**

Introduces medical assistant students to laboratory procedures commonly performed by medical assistants in a medical office setting. Students perform routine laboratory procedures commonly performed in the ambulatory care setting under the supervision of a physician. 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*

### **31509304 // 4 credits**

#### **Medical Assistant Clinical Procedures 1**

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.

*Prerequisites: Admission into Medical Assistant Program 315091*

### **31509305 // 2 credits**

#### **Medical Assistant Laboratory Procedures 2**

Prepares students to perform laboratory procedures commonly performed by the medical assistants in the ambulatory care setting under the supervision of a physician. Students perform phlebotomy, immunology, hematology, and chemistry laboratory procedures.

*Prerequisite: Medical Assistant Laboratory Procedures 1*

### **31509306 // 3 credits**

#### **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, assisting with minor surgery, performing an electrocardiogram, assisting with respiratory testing, educating patients/community, and maintaining clinical equipment in an ambulatory setting.

*Prerequisites: Medical Assistant Clinical Procedures 1 31509304, Medical Assistant Laboratory Procedures 1 31509303, Medical Terminology 10501101, Human Body in Health and Disease 31509302*

**31509310 // 3 credits**

**Medical Assistant Practicum**

Requires medical assistant students to integrate and apply knowledge and skills from all previous medical assistant courses in actual patient 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. There is no remuneration for students enrolled in this course.

*Prerequisites: Medical Assistant Administrative Procedures 31509301, Human Body in Health and Disease 10509102, Medical Terminology 10501101, Medical Assistant Laboratory Procedures 1 31509303, Medical Assistant Clinical Procedures 1 31509304, Applied Microsoft Office for Health 10103107; Corequisite: Medical Assistant Clinical Procedures 2 31509306; Medical Assistant Laboratory Procedures 2 31509305; Medical Office, Insurance, and Finance 31106307; Medical Law, Ethics, and Professionalism 10501109; Written Communication 10801195*