



MEDICAL ASSISTANT

Technical Diploma Program Code: 31-509-1 Total Credits: 32-33

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

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.

CHECKLIST:

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

- ☐ FAFSA (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
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

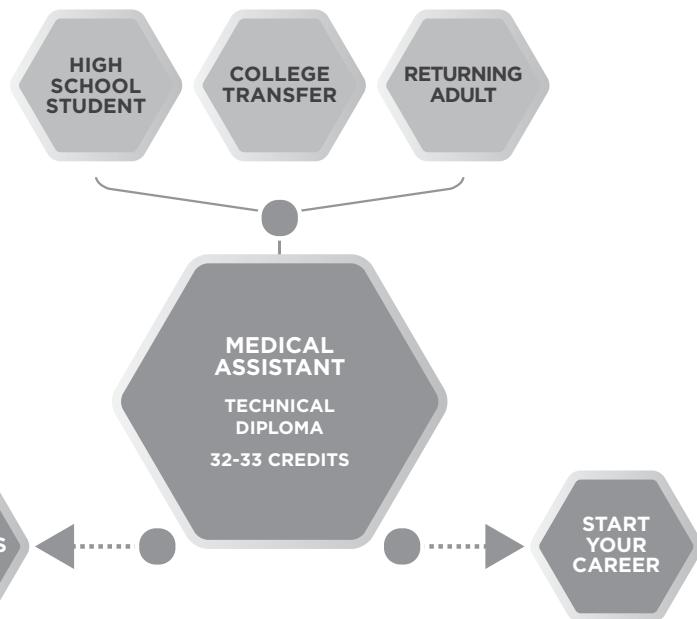
WISCONSIN RAPIDS CAMPUS
500 32nd Street North
Wisconsin Rapids, WI 54494

CAREER PATHWAY

BEGIN AT ANY POINT IN THE PATHWAY

College Credit • Dual Credit
Military Experience • Work Experience

Learn about Credit for Prior Learning at mstc.edu/cpl.



OTHER OPTIONS

RELATED PROGRAMS

- Central Service Technician
- Health & Wellness Promotion
- Health Information Management
- Medical Coder
- Nursing
- Nursing Assistant
- Pharmacy Services Management
- Pharmacy Technician
- Phlebotomy Technician
- Respiratory Therapy
- Surgical Technologist

CAREER OPTIONS

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

BACHELOR'S DEGREE OPTIONS

For more information and additional opportunities, visit mstc.edu/transfer.

Employers will expect you, as a Medical Assistant graduate, to be able to:

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STUDENT HANDBOOK

Visit 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 must be completed prior to obtaining 12 credits and is a graduation requirement.

ADDITIONAL COURSES AS NEEDED

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

Intro to College Reading

10838104 2 credits

Provides learners with the opportunities to develop and expand reading skills, including comprehension and vocabulary skills. Learners apply reading skills to academic tasks and read to acquire information from a variety of sources.

Intro to College Writing

10831103 3 credits

Introduces basic principles of composition, including organization, development, unity, and coherence in paragraphs and multi-paragraph documents. The purpose of this course is to prepare students for successful entry into required program courses. This course is tuition bearing and under certain circumstances may qualify for financial aid. This course cannot be used to satisfy program completion requirements at Mid-State.

Prerequisite: Accuplacer Sentence Skills score of 60 or equivalent. Proficiency in word processing skills recommended.

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.

Prerequisite: Accuplacer Math score of 65, Accuplacer Algebra score of 30, ABE Math Prep V 76854785 and ABE Math Prep VI 76854786 with a grade of "S." (Note: ABE Math Prep V and VI courses cannot be used to satisfy program completion requirements at Mid-State.)

SAMPLE FULL-TIME CURRICULUM OPTION

Term		18-19 credits
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
-or-		
10806177	General Anatomy & Physiology ☑	4
31509303	Medical Assistant Laboratory Procedures 1	2
31509304	Medical Assistant Clinical Procedures 1	4
Term		14 credits
10501108	Pharmacology for Allied Health ☑	2
10501109	Medical Law, Ethics, and Professionalism	2
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
		Total credits 32-33

☑ This course has options available to receive credit for prior learning (CPL) or work experience. Visit the website at 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.

SAMPLE PART-TIME CURRICULUM OPTION

Term		6-7 credits
10501101	Medical Terminology ☑	3
31509302	Human Body in Health & Disease	3
-or-		
10806177	General Anatomy & Physiology ☑	4
Term		6 credits
10501104	Culture of Healthcare	2
10501107	Digital Literacy for Healthcare ☑	2
10501108	Pharmacology for Allied Health ☑	2
Term		10 credits
10501109	Medical Law, Ethics, and Professionalism	2
31509301	Medical Assistant Administrative Procedures	2
31509303	Medical Assistant Laboratory Procedures 1	2
31509304	Medical Assistant Clinical Procedures 1	4
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
		Total credits 32-33

COURSE DESCRIPTIONS

Culture of Healthcare

10501104.....2 credits

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 and patient privacy and confidentiality issues as they relate to healthcare.

Digital Literacy for Healthcare ☑

105011072 credits

The focus of this course is 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.

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 3.0 or Accuplacer Reading Skills of 236 or ACT of 15, or General Chemistry 10806134 with a grade of "C" or better, or General Biology 10806114 with a grade of "C" or better, or Human Body in Health & Disease 10509102 with a "C" or better. Students are encouraged to bring transcripts for further evaluation if they do not meet these requirements.

Human Body in Health & Disease

31509302.....3 credits

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.

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 10501101, and Human Body in Health and Disease

10509102; 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

COURSE DESCRIPTIONS

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

10501109.....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.

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.

Pharmacology for Allied Health ☑

10501108.....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.