



Effective 2012/2013

Career Cluster ►



Career Pathway ►

Therapeutic Services

**MEDICAL ASSISTANT**

(31-509-1)

Technical Diploma

Offered at: Elkhorn & Racine Campuses & Online

Δ Suggested Sequence	✓ Course Number	Course Title	Requisites	Credits	Hrs/Wk Lec - Lab
Semester 1	509-301 *	Medical Assistant Admin Procedures	Coreq: 501-107	2	3-1
	509-303 *	Medical Assistant Lab Procedures 1	Coreq: 509-304	2	2-2
	509-304 *	Medical Assistant Clinical Procedures 1	Prereq: Counselor Consent	4	4-4
	509-302 *	Human Body in Health and Disease	Coreq: 501-101	3	6-0
	501-107 *	Intro to Healthcare Computing	(See Note 6)	2	1-2
	501-101 + * §	Medical Terminology	Prereq: 838-105 (See Note Below)	3	3-0
Semester 2	509-305 *	Medical Assistant Lab Procedures 2	Prereq: 509-303	2	2-2
	509-306 *	Medical Assistant Clinical Procedures 2	Prereq: 509-303; 509-304 Coreq: 509-308	3	4-2
	509-307 *	Medical Office Insurance & Finance	Coreq: 501-107; 509-302	2	0-4
	509-308 *	Pharm for Allied Health	Coreq: 509-302	2	4-0
	509-309 *	Medical Law, Ethics and Professionalism		2	4-0
	801-136 +OR	English Composition 1	Prereq: 831-103 (See Note Below)	3	3-0
	801-301	Writing Principles	Prereq: 851-760 (See Note Below)	1	2-0
<b>A four week practicum follows the completion of the second semester.</b>					
	509-310 *	Medical Assistant Practicum	Prereq: Instructor Consent	3	0-0-9

**Program Total Required 31 OR 33**

Δ Courses may be taken out of suggested sequence as long as requisites have been met.

+ A satisfactory placement test score (or successful remediation) is required prior to enrollment. See a counselor for details.

Federal regulations require disclosure of the following information for this program:

Books and Supplies	Resident Tuition and Fees	Median Loan Debt <sup>1</sup>	On-time Graduation Rate <sup>2</sup>	U.S. Department of Labor Standard Occupational (SOC) Code & Occupational Profile – available at <a href="http://www.onetonline.org">http://www.onetonline.org</a>
\$1,875	\$4,300	\$0	5.0%	<a href="#">Medical Assistants (31-9092)</a>

<sup>1</sup> **Median Loan Debt:** Based on eligibility, students can receive loans to help pay for the total cost of attending college. The cost is comprised of tuition and fees, books and supplies, transportation costs, room and board, and miscellaneous personal expenses. Therefore, medial loan debt may be more than the listed tuition, fees, books, and supplies cost.

<sup>2</sup> **On-time Graduation Rate:** Dependent upon students' choice to attend college part-time or full-time. Students decide to attend college part-time for a number of reasons including work schedule/demands and family responsibilities. 76 percent of students at Gateway attend part-time, therefore taking longer to complete their chosen program of study.



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**PROGRAM DESCRIPTION**

Medical Assistant program prepares individuals to assist physicians in their offices or other medical settings. Medical assistants perform a wide range of duties. The medical assistant is responsible for medical and surgical asepsis, taking vital signs, assisting the physician with examinations and surgery, administering ECGs and administering medications. The business/ administrative duties include patient reception, appointment making, record keeping, filing, bookkeeping, insurance handling, typing medical correspondence and transcription and microcomputer applications. Laboratory functions include specimen collection, performance of basic laboratory tests and microscopic work. Graduates find jobs as medical assistants, secretaries, medical laboratory assistants, phlebotomists, receptionists, medical insurance clerks and electrocardiogram technicians.

**PROGRAM LEARNING OUTCOMES**

Graduates of the Medical Assistant Program should be able to:

1. Perform medical office administrative functions
2. Provide patient care in accordance with regulations, policies, laws, and patient rights.
3. Perform medical laboratory procedures
4. Demonstrate professionalism in a healthcare setting
5. Demonstrate safety and emergency practices in a healthcare setting

Contact [www.aama-ntl.org](http://www.aama-ntl.org) for more information.

**CORE ABILITIES**

Gateway believes students need both technical knowledge and skills and core abilities in order to succeed in a career and in life. The following nine core abilities are the general attitudes and skills promoted and assessed by all Gateway programs. All Gateway graduates should be able to:

- |  |   |
|--|---|
| 1. Act responsibly                     | 6. Respect themselves and others as a member of a diverse community |
| 2. Communicate clearly and effectively | 7. Think critically and creatively                                  |
| 3. Demonstrate essential comp. skills  | 8. Work cooperatively   |
| 4. Demonstrate essential math skills   | 9. Value learning   |
| 5. Develop job seeking skills          |   |

**ADMISSION REQUIREMENTS**

1. Students must submit an application & \$30 fee.
2. Students must complete reading, writing, and math placement testing.
3. Students must submit official high school, GED, or HSED transcript including a graduation or passing date.
4. Students must complete a BID form and pay a CBC fee.
5. Students must complete a Wisconsin residency form.

**GRADUATION REQUIREMENTS**

1. 33 Credits with an average of 2.0 or above.
2. A grade of C or better for each of these (\*) courses.
3. §Can't be completed more than 26 mos. prior to entry in 509-308, 509-303, 509-304.

For a complete list of Graduation Requirements check the Student Handbook.

**NOTES**

1. A liability fee is assessed for core courses.
2. There is a daily long-term exposure to latex products in this program. Those with latex sensitivity may find exp. to latex impossible to avoid in this environment.
3. Students must complete all other coursework, submit a completed health phys. and sub. evidence of cert. in Medic 1<sup>st</sup> Aid & CPR prior to enrolling in 509-310.
4. When there has been an interruption between core (\*) courses and Clinical Office Practice, the student must enroll in and successfully complete, Update for Health Professionals (509-433) prior to the practicum.
5. Some courses may be taken prior to entry in the program, assuming all requisites have been satisfied (or waived with department approval).
6. This course requires counselor consent which will be granted only to students who show the ability to type at 35WPM or complete a keyboarding course.
7. Persons conv. of a felony are not eligible to sit for the cert. exam unless the certifying board grants a waiver based on the mitigating circumstances listed in the Disciplinary Standards of the American Association of Medical Assistants

**OTHER INFORMATION**

Gateway Technical College reserves the right to modify curriculum requirements for students who interrupt enrollment for a period of two years or take over seven years to complete. Tuition and material fees are determined by the board of the Wisconsin Technical College System. Consult the Master Class Schedule for exact fee amounts. Occasionally, the District may offer a particular course out of published sequence. By doing so, the District does not obligate itself to offer succeeding courses out of published sequence.

**EQUAL OPPORTUNITY/ACCESS EDUCATOR / EMPLOYER  
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You may call Student Services at (262) 767-5300 (Burlington), (262) 741-8300 (Elkhorn), (262) 564-2300 (Kenosha), or (262) 619-6300 (Racine) for additional information. For a complete list of course descriptions (and possible online courses) for this program, please consult Web Advisor on our web page at [www.gtc.edu](http://www.gtc.edu).

My counselor is \_\_\_\_\_.

My counselor's contact information is \_\_\_\_\_.