MEDICAL ASSISTANT

General Overview:
Moraine Park is helping to combat the skilled worker shortage in the health careers field by offering an accelerated Medical Assistant program at Moraine Park’s West Bend campus. This will be a day time cohort on Monday, Wednesday and Friday beginning October 2015. The College is using the U.S. Department of Labor TAACCCT 4 Grant to provide specific training necessary to create job opportunities with collaborating area health care partners and give students the opportunity for a pathway toward a career in health care.

Criteria for success:
• Earning a C or better in all coursework
• Mandatory attendance
• Eligible to sit for Certified Medical Assistant (CMA) exam offered by the American Association of Medical Assistants (AAMA) and/or Registered Medical Assistant (RMA) exam by the American Medical Technologists (AMT)

MEDICAL ASSISTANT TECHNICAL DIPLOMA 31-509-1
The Medical Assistant program prepares students to assist the doctor in a variety of clinical tasks. Students develop the skills to take medical histories, record vital signs, prepare patients for examination, collect and prepare laboratory specimens, perform basic laboratory tests, draw blood and instruct patients about medications or special diets.

As graduates, these clinical tasks are performed under the supervision of a physician and vary according to state law. Medical assistants may also perform administrative tasks such as billing and insurance, greeting patients on the phone or in person, handling correspondence, scheduling appointments and updating patient charts.

The medical assistant profession is one of the fastest growing occupations.

Medical Assistant 35 credits
501-101 Medical Terminology 3 cr.
501-107 Introduction to Health Care Computing 2 cr.
509-301 Medical Assistant Admin. Procedures 2 cr.
509-302 Human Body in Health and Disease 3 cr.
509-303 Medical Assistant Lab Procedures 1 2 cr.
509-304 Medical Assistant Clinical Procedures 1 4 cr.
890-101 College 101 2 cr.
501-108 Pharmacology for Allied Health 2 cr.
509-305 Medical Assistant Lab Procedures 2 2 cr.
509-306 Medical Assistant Clinical Procedures 2 3 cr.
509-307 Medical Office Insurance and Finance 2 cr.
509-309 Medical Law, Ethics and Professionalism 2 cr.
509-310 Medical Assistant Practicum 3 cr.
801-136 English Composition 1 3 cr.

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

Visit us online to sign up for upcoming FREE information sessions at: morainepark.edu/4health

PLAN TO ATTEND A FREE INFORMATION SESSION
JUNE 17, 1:30 P.M. and 5:30 P.M.
JUNE 18, 8:30 A.M and 5:30 P.M.
FOND DU LAC, WEST BEND and BEAVER DAM CAMPUSES
Fees:
There is no charge for tuition. However, varying course, supply, background check, health requirement and exam fees apply.

Selection Criteria:
The U.S. Department of Labor gives priority selection in order to veterans, TAA eligible participants and all other adults. Adults must be age 18 and above.

Program process includes:
- Information session
- High school and other official college transcripts
- College assessment test (ACCUPLACER, ACT or other)
- Complete background check
- Health requirements
- Orientation session
- Opportunity for student success and career pathway support

Questions:
Contact Kim Spartz at kspartz@morainepark.edu or call: 920-924-3320

The Health Careers Projects are funded by a TAACCCT4 grant funded by a U.S. Department of Labor Employment and Training Administration grant. The product was created by the grantee and does not necessarily reflect the official position of the U.S. Department of Labor. The Department of Labor makes no guarantees, warranties or assurances of any kind, express or implied, with respect to such information, including any information on linked sites and including, but not limited to, accuracy of the information or its completeness, timeliness, usefulness, adequacy, continued availability, or ownership.

The U.S. Department of Labor's Employment and Training Administration has funded 100% of the Health Careers project equaling $848,020. This is an equal opportunity program; individuals with disabilities may request auxiliary aids and services by calling 711 or 800-947-6644 Voice/TTY.

Moraine Park Technical College does not discriminate on the basis of race, color, national origin, sex, disability or age in employment, admissions or its programs or activities. The following person has been designated to handle inquiries regarding the College’s nondiscrimination policies: Equal Opportunity Officer, Moraine Park Technical College, 235 North National Avenue, PO Box 1940, Fond du Lac, WI 54936-1940, 920-924-6459 or 920-924-3232.