

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.

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FREE information sessions at:
morainepark.edu/4health

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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



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



advancewisconsin.org

Questions:

Contact Anne Lemke at
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or call: **920-924-3329**



This ACT program is 100% funded with a TAACCCT Round IV \$19.9 million grant awarded by the U.S. Department of Labor's Employment and Training Administration.

This program is an equal opportunity program and auxiliary aids and services are available upon request to individuals with disabilities. Assistive technologies are available upon request and include Voice/TTY (711 or 800-947-6644).

This workforce product was funded by a grant awarded by the U.S. Department of Labor's Employment and Training Administration. The product was created by the grantee and does not necessarily reflect the official position of the U.S. Department of Labor. The U.S. 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.



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