

teacher

accountable

problem solver

listener

Medical Assistant

Technical Diploma: 31-509-1

Campus: Beaver Dam and Fond du Lac

Description

Moraine Park's 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 and in person, handling correspondence, scheduling appointments and updating patient charts. The medical assistant profession is one of the fastest growing occupations.

The Medical Assistant program is accredited by the Commission on Accreditation of Allied Health Education Programs upon the recommendation of the Curriculum Review Board of the American Association of Medical Assistants Endowment (CRB-AAMAE), CAAHEP, 1361 Park Street, Clearwater, FL, 727-210-2350.

Program Outcomes

- Perform clerical functions, bookkeeping procedures, specimen collection, diagnostic testing, and medical office operational functions.
- Prepare special accounting entries.
- Apply principles of medical asepsis.
- Process insurance claims.
- Provide patient care.
- Communicate effectively.
- Apply legal and ethical concepts.
- Instruct patients.
- Demonstrate professionalism in a health care setting.

Career Opportunities

- Medical Assistant
- Referral Specialist/Scheduler
- Lab Assistant
- Health Information Associate
- Patient Care Technician
- Patient Services Assistant
- Business Office Specialist

Salary Range for Recent Graduates

\$10.63 - \$12.55 Per Hour

Admission Process

- Submit the college admission application.
- Submit the \$30 one-time fee.
- Submit high school/other college transcripts.
- Take the college placement assessment (ACCUPLACER, ACT or other).
- Meet with an admissions specialist.
- Check with Admissions if any additional steps are required.

Medical Assistant

2007-2008 Curriculum

Course Number	Course Title	Credits
Core Courses		
501-101	Medical Terminology	3
501-104	Principles of Customer Service in Healthcare	2
501-107	Introduction to Computing for Healthcare	2
501-108	Pharmacology for Allied Health	2
509-101	Medical Assistant Administrative Procedures	1
509-102	Human Body in Health and Disease	3
509-103	Medical Assistant Lab Procedures 1	2
509-104	Medical Assistant Clinical Procedures 1	4
509-105	Medical Assistant Lab Procedures 2	2
509-106	Medical Assistant Clinical Procedures 2	3
509-107	Medical Office Insurance and Finance	2
509-109	Medical Law, Ethics and Professionalism	1
509-110	Medical Assistant Externship	3
Technical Support Courses		
809-198	Introduction to Psychology (or)	<u>3</u>
809-199	Psychology of Human Relations	
Total		33

Medical Assistant Externship (509-110) must be taken the last semester before graduation.

A Medical Assistant Exit Assessment (997-138) is a graduation requirement for this program.

Students will need to complete Basic Math Proficiency.

For course descriptions, please visit our Web site at www.morainepark.edu.