### Suggested Sequence

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Requisites</th>
<th>Credits</th>
<th>Hrs/Wk</th>
</tr>
</thead>
<tbody>
<tr>
<td>509-301</td>
<td>Medical Assistant Admin Procedures</td>
<td>Coreq: 501-107</td>
<td>2</td>
<td>3-1</td>
</tr>
<tr>
<td>509-303</td>
<td>Medical Assistant Lab Procedures 1</td>
<td>Coreq: 509-304</td>
<td>2</td>
<td>2-2</td>
</tr>
<tr>
<td>509-304</td>
<td>Medical Assistant Clinical Procedures 1</td>
<td>Prereq: Advisor Consent</td>
<td>4</td>
<td>4-4</td>
</tr>
<tr>
<td>509-302</td>
<td>Human Body in Health and Disease</td>
<td>Coreq: 501-101</td>
<td>3</td>
<td>6-0</td>
</tr>
<tr>
<td>501-107</td>
<td>Intro to Healthcare Computing</td>
<td>(See Note 6)</td>
<td>2</td>
<td>1-2</td>
</tr>
<tr>
<td>501-101</td>
<td>Medical Terminology</td>
<td>Prereq: 838-105 (See Note Below)</td>
<td>3</td>
<td>3-0</td>
</tr>
</tbody>
</table>

#### Semester 2

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Requisites</th>
<th>Credits</th>
<th>Hrs/Wk</th>
</tr>
</thead>
<tbody>
<tr>
<td>509-305</td>
<td>Medical Assistant Lab Procedures 2</td>
<td>Prereq: 509-303</td>
<td>2</td>
<td>2-2</td>
</tr>
<tr>
<td>509-306</td>
<td>Medical Assistant Clinical Procedures 2</td>
<td>Prereq: 509-303; 509-304; Coreq: 509-308</td>
<td>3</td>
<td>4-2</td>
</tr>
<tr>
<td>509-307</td>
<td>Medical Office Insurance &amp; Finance</td>
<td>Prereq: 501-107; 509-302</td>
<td>2</td>
<td>0-4</td>
</tr>
<tr>
<td>509-308</td>
<td>Pharm for Allied Health</td>
<td>Prereq: 509-302</td>
<td>2</td>
<td>4-0</td>
</tr>
<tr>
<td>509-309</td>
<td>Medical Law, Ethics and Professionalism</td>
<td></td>
<td>2</td>
<td>4-0</td>
</tr>
</tbody>
</table>

+ A four week practicum follows the completion of the second semester.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Requisites</th>
<th>Credits</th>
<th>Hrs/Wk</th>
</tr>
</thead>
<tbody>
<tr>
<td>801-136</td>
<td>English Composition 1</td>
<td>Prereq: 831-103 (See Note Below)</td>
<td>3</td>
<td>3-0</td>
</tr>
<tr>
<td>801-301</td>
<td>Writing Principles</td>
<td>Prereq: 851-760 (See Note Below)</td>
<td>1</td>
<td>2-0</td>
</tr>
</tbody>
</table>

#### Program Total Required

31 OR 33

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:

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>$1,975</td>
<td>$4,150</td>
<td>$0</td>
<td>4.7%</td>
<td>Medical Assistants (31-9092)</td>
</tr>
</tbody>
</table>

1 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, median loan debt may be more than the listed tuition, fees, books, and supplies cost.

2 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.
Effective 2013/2014

Career Cluster ► Therapeutic Services

PROGRAM DESCRIPTION
The Medical Assistant program's goal is to prepare competent entry-level medical assistants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains. Medical assistants are multi-skilled health individuals who work in ambulatory settings such as clinics, group practices, and physicians offices. 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, processing insurance claims, typing medical correspondence, transcription and microcomputer applications. Laboratory functions include specimen collection, performance of waived laboratory tests and 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

Gateway Technical College’s Medical Assistant program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) (www.caahep.org) upon recommendation of the Medical Assisting Education Review Board (MAERB).

Commission on Accreditation of Allied Health Education Programs
1361 Park Street Clearwater, FL 33756
(727) 210-2350 www.caahep.org

Additional information on the Medical Assisting profession can be accessed at: www.aama-ihtl.org

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

ADMISSION REQUIREMENTS
1. Students must submit an application & $30 fee.
2. Students must complete reading, writing, math, and computer skills placement assessments.
3. Students must submit official high school, GED, or HSED transcript including a graduation or passing date.
4. Students must complete a Background Disclosure form and must request and pay for a background check.
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. 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.
4. Some courses may be taken prior to entry in the program, assuming all requisites have been satisfied (or waived with department approval).
5. This course requires advisor consent which will be granted only to students who show the ability to type at 35WPM or complete a keyboarding course.
6. 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.
7. Course 509-310 Medical Assistant Practicum is a 160 hour unpaid practicum experience that must be completed in order for students to successfully complete the MA program. In order to enroll in the practicum course, students must complete all other coursework, submit a completed health physical and submit evidence of completion of courses 531-410 CPR-Healthcare Provider and 531-419 Medic First Aid.
8. Students should be advised that they will be assigned a clinical site affiliated with the campus where they have completed 509-305 and 509-306. Reassignment of clinical sites is subject to instructor approval.

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

EQUILIBRA EN OPORTUNIDADES

You may call Student Services at 1-800-247-7122 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.qtc.edu.

My advisor is __________________________. My advisor’s contact information is __________________________.