



Effective 2015/2016

Career Cluster ►



Career Pathway ►

Therapeutic Services

**MEDICAL ASSISTANT**

(31-509-1)

Technical Diploma

Most Courses Offered at

Elkhorn and Racine Campuses

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: Advisor 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 5)	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	Prereq: 501-107; 509-302	2	0-4
		509-308 *	Pharm for Allied Health	Prereq: 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 (See Note 7&8)	3	0-0-9

**Minimum Program Total Credits Required 31**

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 an advisor 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>
\$2,180	\$4,770	\$3,500	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**

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.

**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. Applicants for all health science programs are subject to a review of their criminal backgrounds. Positive background checks may negatively impact your ability to pursue a health career at Gateway Technical College. Each case will be individually evaluated based on all available evidence provided to the college.

**GRADUATION REQUIREMENTS**

1. Minimum 31 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 form and submit evidence of completion of courses 531-410B CPR-Healthcare Provider and 531-419A 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.
9. This program has a second-tier admission process for clinical/practicum/program courses called petitioning. Students are selected based on completion of academic eligibility requirements and district residency. See <https://www.gtc.edu/student-services/admissions/what-petitioning> for additional information.
10. Please note that your program may require additional fee(s) for: Criminal Background Check, Medical Documentation Manager, and/or Drug Testing.

**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 Programs (CAAHEP) ([www.caahep.org](http://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](http://www.caahep.org)

Additional information on the Medical Assisting profession can be accessed at:  
[www.aama-ntl.org](http://www.aama-ntl.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

**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 Web Advisor 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.

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To schedule an appointment with an advisor, please call 1-800-247-7122.

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