



**Ophthalmic Medical Assistant (31-516-4)**  
**Shared Program with LTC**  
 Technical Diploma  
**Effective 2022/2023**

**Ophthalmic Medical Assistant (31-516-4)**

*This is a shared program with Lakeshore Technical College (LTC).*

The Ophthalmic Medical Assistant program prepares students for employment in ophthalmic and optometric practices and in retail optical settings. Students apply technical skills to perform pre-screening and specialty testing, assist with dispensing glasses and contact lenses, and perform office management duties including maintaining patient information and billing and insurance processes.

**Program Requirements**

Consult the LTC website for program and admission requirements at <https://gotoltc.edu/academics/programs-of-study/ophthalmic-assistant-program/index.html>.

**Graduation Requirements**

Consult the LTC website for graduation requirements at <https://gotoltc.edu/index.html>.

**Program Learning Outcomes**

Graduates will be able to:

1. Apply technical skills to perform eye care prescreening and specialty testing procedures on patients accurately and efficiently.
2. Apply technical skills to educate and assist patients with glasses and/or contact lenses to meet their eye health and visual needs.
3. Perform business office procedures such as maintaining appointment schedules, maintaining patient records, processing insurance reimbursement, and billing patients.
4. Demonstrate professional ethics, honesty, and respect when dealing with doctors, patients, and co-workers.
5. Communicate clearly and professionally in both written and oral formats.

**Gateway Admission Requirements**

1. To indicate your intent to complete this program, please submit the free program application with Gateway Technical College.
2. Students must meet one of the following: minimum cumulative high school GPA of 2.6 (unweighted); earned at least 12 college credits with a minimum GPA of 2.0; or complete valid reading placement assessments.
3. This program has a required admission petition to begin coursework at LTC. See [gotoltc.edu/petitioning](https://gotoltc.edu/petitioning) for additional information regarding eligibility and selection.
4. LTC has additional admission requirements for their portion of this program. Please consult with LTC for details.

**Gateway Course Requirements**

Students choosing to start the Ophthalmic Medical Assistant program at Gateway are able to complete up to 10 credits toward the degree at LTC. All courses will satisfy program requirements in the Ophthalmic Medical Assistant program under the shared agreement as long as minimum requirements have been met. Consult the LTC website for requirements at <https://gotoltc.edu/academics/programs-of-study/ophthalmic-assistant-program/index.html>.

Term	Course Number	Course Title	Cr.	Requisites
1	501-101	Medical Terminology <sup>2</sup>	3 cr.	(Prereq: 838-105)
2	509-302	Human Body Health and Disease	3 cr.	Prereq: Program Adm.; Coreq: 501-101
3	509-308	Pharm. For Allied Health	3 cr.	Prereq: Program Adm.; 509-302

**Notes**

1. Students will be admitted to the program and receive financial aid through LTC. To apply, visit <https://gotoltc.edu/how-to-apply/index.html>.
2. Students completing the shared program will receive their degree from LTC.

Gateway Technical College reserves the right to modify curriculum requirements for students who interrupt enrollment for one year or take over seven years to complete. Tuition and material fees are determined by the board of the Wisconsin Technical College System. Consult My Gateway 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.