



Medical Assistant Program Description

Industry Description

A medical assistant is a health care professional who is cross-trained in three different areas of patient care. The medical assistant participates in a wide variety of clinical duties encompassing clinical, laboratory, and administrative procedures. As a medical assistant, your duties could include administering injections, taking blood pressure readings, rooming patients, drawing blood, performing commonly ordered laboratory tests, insurance coding, medical records, and scheduling patients. You may also perform electrocardiograms and take basic x-rays.

The ability to demonstrate professionalism, communicates effectively, and performs procedures quickly and accurately is essential for success as a medical assistant. As a medical assistant you will have direct patient contact and work closely with physicians, nurses, and other health care professionals.

Because of their cross training, the medical assistant is currently in high demand throughout the healthcare industry.

The medical assistant is qualified to work in clinics, hospitals, urgent care clinics, blood collection centers, research facilities, and insurance companies. Medical assistants can tailor their hours to fit their family's schedules. Most prefer a Monday - Friday schedule. Physicians' offices do not offer weekend hours, but evening hours are available at urgent care centers and hospitals.

Minnesota Law requires that any person who provides services that involve direct contact with patients and residents at a health care facility licensed by the [Minnesota Department of Health](#) have a background study conducted by the state. An individual who is disqualified from having direct patient contact as a result of the background study, and whose disqualification is not set aside by the Commissioner of Health, will not be permitted to participate in a clinical placement in a Minnesota licensed health care facility. The College will withdraw any student from the program who is disqualified by the Minnesota Department of Health. The student is responsible for requesting the Commissioner to reconsider the disqualification.

Wages/Outlook/Advancement Opportunities

Wage information is available from the Minnesota Department of Education and the [Minnesota Department of Employment and Economic Development](#)

Medical assistants have two possible routes for advancement. With further training and coursework, medical assistants can advance to other medical positions. For example, they can become nurses or physician assistants. Experienced medical assistants can also advance to other clerical positions. They can become health records technicians, secretaries, or bookkeepers. They may need additional training to advance to these jobs

Program Description

The medical assistant program consists of technical courses designed to develop skills in all phases of medical assisting. As a medical assistant student you will study clinical procedures such as sterile technique, suture removal and physician procedures. Your laboratory courses will prepare you to run

diagnostic tests such as rapid strep throat, white blood counts, and cholesterol levels. The administrative area will prepare you to use medical computer scheduling software and bill insurances using the correct diagnostic codes.

Our program concludes with an eight-week externship. The medical assistant student will be placed in a clinic for practical on-the-job experience. This is a non-salaried externship with supervision by instructors and clinical staff.

The medical assisting program has full-time, part-time, and weekend classes. We offer both a diploma and an AAS degree.

The medical assistant program is accredited by the [Commission on Accreditation of Allied Health Education Programs](#) (CAA-HEP), on recommendation of the Committee on Accreditation for Medical Assistant Education. Graduates are eligible to write the National Certification Examination and become a certified medical assistant.

IMPORTANT ACCUPLACER Test Requirement: The Medical Assistant program requires a “81” or better in the ACCUPLACER Arithmetic test, a “78” or better in the ACCUPLACER Reading test, and a “86” or better in the ACCUPLACER Sentence Skills test, or Completion of Basic Math and/or Basic English and Reading courses. Any needed developmental courses must be completed before receiving a diploma or an A.A.S. award.

Length of Program

Associate of Applied Science	63 credits
Diploma	56 credits

Start Dates

Fall Semester	August
Spring Semester	January

Program Contact

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For information on how to apply or to schedule a campus tour please contact the [Admissions Office](#), Phone (763) 576-4850, E-mail info@anokatech.edu

**Medical Assistant
Associate of Applied Science**

63 Credits

General Education **16 Credits**

ENGL1105	Composition I	4
PSYC1505	General Psychology	4
	OR	
PSYC1405	Lifespan Human Development	4
SOSC2000	Sociology of Work	4
SPCH1120	Public Speaking	3
	OR	
SPCH1200	Interpersonal Communications	3

Technical Education **47 Credits**

COMP1000	Introduction to Computers*	3
HLTH1000	Disease Conditions	2
HLTH1005	Anatomy and Physiology	4
HLTH1040	Medical Terminology	2
MAST1007	Medical Administrative I	2
MAST1025	Lab I	4
MAST1035	Lab II	4
MAST1040	Clinical Procedures I	3
MAST1055	Pharmacology I	2
MAST1150	Medical Assistant Seminar	2
MAST2007	Medical Administrative II	2
MAST2030	EKG	1
MAST2043	Clinical Procedures II	3
MAST2050	Externship **	7
MAST2055	Pharmacology II	2
MAST2065	Capstone ***	3
MATH1010	Dosage Calculations for Health Professionals**	1

* The prerequisite for this course is COMP 0100 "Basic Computer Keyboarding" or successful test out at 25 wpm or more.

** The pre-requisite for this course is a score of 81 or higher on Accuplacer test or MATH 0801 or MATH0851 "Basic Math" with a "B" or better.

*** A capstone project encompassing all three areas administrative, clinical and laboratory will be developed. This course will include working in specialty areas. The student will come on campus once a week for class.

**Medical Assistant
Diploma**

56 Credits

General Education		16 Credits
COMP1000	Introduction to Computers*	3
ENGL1105	Composition I	4
MATH1010	Dosage Calculations for Health Professional**	1
PSYC1505	General Psychology	4
	OR	
PSYC1405	Lifespan Development	4
SPCH1200	Interpersonal Communications	3
Technical Education		40 Credits
HLTH1000	Disease Conditions	2
HLTH1005	Anatomy and Physiology	4
HLTH1040	Medical Terminology	2
MAST1007	Medical Administrative I	2
MAST1025	Lab I	4
MAST1035	Lab II	4
MAST1040	Clinical Procedures I	3
MAST1055	Pharmacology I	2
MAST1150	Medical Assistant Seminar	2
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