



Medical Assistant Program Description

Industry Description

The mission of the Medical Assistant program at Anoka Technical College is to provide a career together with technical education and excellence to assist our students and communities to live and learn.

As a Medical Assistant, the student will have direct patient contact and work closely with physicians, nurses, and other health care professionals. Today, the health care industry is changing daily and as a successful Medical Assistant, the student will be able to promote efficient health care by demonstrating professionalism, communicating effectively, and performing procedures quickly and accurately which is a requirement by employers and patients. Because of the cross training, the Medical Assistant is currently in high demand throughout the health care industry. Advancement in the field typically requires more training and certification. Many Medical Assistants choose to become nurses or other health care workers through further study. Administrative positions provide another popular career path because an administrative Medical Assistant can rise to the position of office manager without additional education.

Program Description

A Medical Assistant is a health care professional who is cross-trained in three different areas of patient care which include clinical, laboratory, and administrative procedures. The Medical Assistant is eligible to work in several environments for instance; clinics, urgent care/express care/minute clinics, blood collection centers, research facilities, and insurance companies. As a Medical Assistant, your duties could include administering injections, taking blood pressure readings, rooming patients, drawing blood, performing commonly ordered laboratory tests and electrocardiograms (EKG), insurance coding, medical records and scheduling patients either for special procedures or their next medical appointment.

The ability to demonstrate professionalism, communicates effectively, multitasks, 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.

The Medical Assistant program consists of several technical courses which will develop skills in all phases of Medical Assisting. As a Medical Assistant student you will study clinical procedures including vital signs, sterile techniques and administering injections. Your laboratory courses will prepare you to run diagnostic tests such as urinalysis, rapid strep cultures, complete blood counts, and cholesterol levels. The administrative area will includes skills such as use of medical computer scheduling software and billing insurances using the correct diagnostic codes.

This information is available in alternative formats by calling (763) 576-4700. TTY users can call Minnesota Relay at (800) 627-3529. Anoka Technical College • (763) 576-4700 • 1355 West Highway 10, Anoka, MN 55303 • A member of the Minnesota State Colleges and Universities System • Anoka Technical College is an equal opportunity, affirmative action employer and educator.

Program Rationale

The Medical Assistant faculty at Anoka Technical College firmly believes that learning is a dynamic method that is facilitated by role modeling and surrounding the students in a series of simulated classroom, clinical and laboratory settings. The Medical Assistant program offers full and part-time classes. Prior to the externship, the student will successfully complete First Aid/CPR for Healthcare Workers. The Medical Assistant student will be placed in a medical clinic for practical on the job experience which is not compensated. The 320 hour externship is supervised by the clinical staff. After completing the 56 credit for the diploma or the 64 credit for the Associate of Applied Science (A.A.S.) at Anoka Technical College, the graduate then can take the National Certification Examination to become certified with the American Association of Medical Assistants (AAMA).

Many medical offices are only hiring Certified Medical Assistants as they are well trained, credentialed and sufficiently competent to meet the Medical Doctor, Physician Assistant and/or Registered Nurses' specific needs. The Medical Assistant is qualified to work in clinics, urgent care clinics, blood collection centers, research facilities, and insurance companies. Medical Assistants can tailor their hours to fit their family's schedules.

Target Population

The Medical Assistant program at Anoka Technical College is open to post-secondary students (PSEO), high school graduates, and non-traditional students who are enthusiastic, hard working as well as able to lift 20 pounds or more at any given time and is seeking a two year degree in the medical field.

The Medical Assistant program requires an "81" or better in the **ACCUPLACER** Arithmetic test, a "78" or better in the **ACCUPLACER** reading test, and an "86" or better in the **ACCUPLACER** sentence skills test, or completion of Basic Math and/or Basic English and reading courses. Any required developmental courses must be completed before receiving a diploma or an A.A.S. degree from the Medical Assistant Program.

Minnesota Law requires that any person that is involve with 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. Anoka Technical College will withdraw any student from the Medical Assistant Program who is disqualified by the Minnesota Department of Health. The student is then responsible for requesting the Commissioner to reconsider the disqualification. Anoka Technical College, the Medical Assistant program and the AAMA, does not discriminate to gender, race or ethnicity.

Program Outcomes

The purpose of this program is to offer an educational program for those students who wish to pursue a career in Medical Assistant field. This profession is the only allied health specifically trained to work in ambulatory health settings. They are multi-skilled employees who are competent to perform administrative, clinical and laboratory procedures. The Medical Assistant performs delegated administrative, clinical and laboratory duties within the supervising physician's scope of practice consistent with medical assisting education, training and experience.

Upon successful completion of all program requirements, graduates will be able to:

1. Perform scheduling of admission, appointments and tests
2. Organize medical records
3. Apply administrative policies and procedures effectively in the performance of duties
4. Demonstrate competent written and medical terminology skills

5. Demonstrate handling and disposing of medical waste
6. Apply the principles and safety for laboratory procedures
7. Demonstrate efficient interpersonal skills with patients, medical personal and co-workers
8. Adapt methods and techniques to the individual needs or capabilities of patients
9. Demonstrate professionalism with the legal and ethical boundaries of the medical assisting profession
10. Demonstrate safety and emergency practice in any health care surroundings
11. Perform vital signs, exam room preparation, patient data collection, documentation, billing, medical transcription, medical and surgical asepsis, dressing changes, catheterization, injections, drug administration, nutrition, electrocardiograms, veinipunctures, capillary punctures, hematology, urinalysis and kit testing.
12. Demonstrates responsibility within the "**scope of practice**" of a Medical Assistant

Length of Program

Medical Assistant	Diploma	56 credits
Medical Assistant	Associated of Applied Science	64 credits

Start Dates

Fall Semester	August
Spring Semester	January

Program Contacts

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For information on how to apply or to schedule a campus tour, please contact the Admissions Office at 763-576-4700 or at info@anokatech.edu

**Medical Assistant
Associate of Applied Science**

64 Credits

General Education		20 Credits
COMP1000	Introduction to Computers*/***	3
MATH1020	Math for Healthcare**	2
ENGL1105	Composition I***	4
SOSC2000	Sociology of Work***	4
SPCH 1200	Interpersonal Communication***	3
	OR	
SPCH 1120	Public Speaking***	3
PSYC1505	General Psychology***	4
	OR	
PSYC1405	Lifespan Human Development***	4
Technical Education		44 Credits
BIOL 1106	Introduction to Biology	4
HLTH1000	Disease Conditions***	2
HLTH1005	Anatomy and Physiology***	4
HLTH1040	Medical Terminology***	2
MAST1007	Medical Administrative I	2
MAST1025	Laboratory I	4
MAST1035	Laboratory 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

* 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 “Basic Math” with a “B” or better.

*** May be completed ahead of the required semester plan.

**** Effective spring 2012, students are required to take MATH 1020, Math for Healthcare.

All required course work must be successfully completed before participating in the Externship.

Medical Assistant Diploma

56 Credits

General Education

16 Credits

COMP1000	Introduction to Computers*/***	3
ENGL1105	Composition I***	4
MATH1020	Math for Healthcare**/****	2
SPCH 1200	Interpersonal Communication***	3
PSYC1505	General Psychology***	4
	OR	
PSYC1405	Lifespan Human Development***	4

Technical Education

40 Credits

HLTH1000	Disease Conditions***	2
HLTH1005	Anatomy and Physiology***	4
HLTH1040	Medical Terminology***	2
MAST1007	Medical Administrative I	2
MAST1025	Laboratory I	4
MAST1035	Laboratory II	4
MAST1040	Clinical Procedures I	3
MAST1055	Pharmacology I	2
MAST1150	Medical Assistant Seminar	2
MAST2007	Medical Administrative II	2
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