

# Medical Assistant

## Associate in Applied Science (AAS) Degree

### Program Information

The Anoka Technical College Medical Assistant associate in applied science (AAS) is a 60-credit program that prepares individuals, under the supervision of physicians, to provide medical office administrative services and perform clinical duties including patient intake and care, routine diagnostic and recording procedures, pre-examination and examination assistance, and the administrative of medications and first aid. Includes instruction in basic anatomy and physiology; medical terminology; medical law and ethics; patient psychology and communications; medical office procedures; and clinical diagnostic, examination, testing, and treatment procedures.

#### Target Population

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

#### Program Rationale

The Medical Assistant faculty believes that learning is a dynamic method facilitated by role modeling and surrounding 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, students successfully complete First Aid/CPR for Healthcare Workers. The student is placed in a medical clinic for uncompensated, practical on the job experience. The 320-hour externship is supervised by clinical staff.

Many medical offices hire only 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.

#### Program Outcomes

This profession is the only allied health specifically trained to work in ambulatory health settings. Medical assistants are multi-skilled employees, competent to perform administrative, clinical and laboratory procedures within the supervising physician's scope of practice consistent with medical assisting education, training and experience.

Upon successful completion of 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.
4. Demonstrate competent written and medical terminology skills.
5. Demonstrate handling and disposing of medical waste.
6. Apply principles and safety for laboratory procedures.
7. Demonstrate efficient interpersonal skills with patients, medical personal and co-workers.
8. Adapt methods and techniques to individual needs/capabilities of patients.
9. Demonstrate professionalism with the legal and ethical boundaries of the medical assisting profession.
10. Demonstrate safety and emergency practice in 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, venipunctures, capillary punctures, hematology, urinalysis and kit testing.
12. Demonstrate responsibility within the scope of practice of a medical assistant.

This information is available in alternative formats by calling 763-576-4069. TTY users can call Minnesota Relay at 800-627-3529 • A member of the Minnesota State Colleges and Universities System • Anoka Technical College is an equal opportunity, affirmative action employer and educator. Accredited by the Higher Learning Commission.

Technical Requirements .....	45
General Education/MnTC .....	15
<b>TOTAL CREDITS .....</b>	<b>60</b>

### Technical Education

**45 Credits**

<input type="checkbox"/> BIOL 1106	Introduction to Biology.....	4
<input type="checkbox"/> EMED 1075	First Aid & CPR.....	1
<input type="checkbox"/> HLTH 1000	Disease Conditions.....	2
<input type="checkbox"/> HLTH 1005	Anatomy and Physiology .....	4
<input type="checkbox"/> HLTH 1040	Medical Terminology .....	2
<input type="checkbox"/> MAST 1007	Medical Administrative I .....	2
<input type="checkbox"/> MAST 1025	Laboratory I .....	4
<input type="checkbox"/> MAST 1035	Laboratory II.....	4
<input type="checkbox"/> MAST 1040	Clinical Procedures I .....	3
<input type="checkbox"/> MAST 1055	Pharmacology I .....	2
<input type="checkbox"/> MAST 1150	Medical Assistant Seminar.....	2
<input type="checkbox"/> MAST 2007	Medical Administrative II.....	2
<input type="checkbox"/> MAST 2030	EKG .....	1
<input type="checkbox"/> MAST 2043	Clinical Procedures II.....	3
<input type="checkbox"/> MAST 2055	Pharmacology II.....	2
<input type="checkbox"/> MAST 2050	Externship .....	7

*Courses with MAST prefix are restricted to students admitted to the Medical Assistant program. All required core coursework must be successfully completed before participating in the externship.*

### General Education/MnTC Requirements

**15 Credits**

Fifteen general education credits of Minnesota Transfer Curriculum (MnTC) are required. Student is required to take:

<input type="checkbox"/> COMP 1004	Electronic Health Records .....	2
<input type="checkbox"/> ENGL 1105	Composition I .....	4
<input type="checkbox"/> *MATH 1020	Math for Healthcare.....	2
<input type="checkbox"/> PSYC1 505	General Psychology .....	4
OR		
<input type="checkbox"/> PSYC 1405	Lifespan Development.....	4
<input type="checkbox"/> SPCH 1200	Interpersonal Communication .....	3
OR		
<input type="checkbox"/> SPCH 1120	Public Speaking .....	3

**Also see:** Medical Assistant diploma

### Program Goals

- Prepare competent entry-level medical assistants in cognitive (knowledge) psychomotor (skills) and affective (behavior) learning domains.
- Become an employer of choice.
- Help students and communities live and learn well.
- Foster an environment of critical thinking, effective communication, personal responsibility and initiative.

### Accreditation/Certification

The Medical Assistant program is nationally accredited by the Commission on Accreditation of Allied Health Programs (CAAHEP): 1361 Park St, Clearwater, FL 33756; 727-210-2350; www.caahep.org. Graduates can take the National Certification Examination to become certified with the American Association of Medical Assistants (AAMA).

### Prerequisites

A medical doctor's physical examination to verify good physical and emotional

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1355 West Highway 10  
Anoka, MN 55303  
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AnokaTech.edu

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health with evidence of immunizations is mandatory. Students are strongly encouraged to receive the hepatitis B, MMR, Varicella and Tdap vaccines.

The following test requirements (ACCUPLACER) must be completed within the past two years before admission to the Medical Assistant program: MATH: A score of 81 or higher on the Arithmetic portion of the ACCUPLACER test or MATH 0801 with a grade of C or better. SENTENCE SKILLS: A score of 86 or higher on the Sentence Skills portion of the ACCUPLACER test or ENGL 0101 with a grade of C or better. READING: A score of 78 or higher on the Reading Comp portion of the ACCUPLACER test or READ 0900 with a grade of C or better.

See page 1 *Credits*: \*The pre-requisite for this course is a score of 81, higher on Accuplacer test or MATH 0801 "Basic Math" with a "B", or better.

### Minnesota Dept. of Human Services Background Studies

Minnesota Law requires any person with direct patient and resident contact at a health care facility licensed by the Minnesota Department of Health (MDH) to have a background study conducted by the state. An individual disqualified from 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 MDH. The student is then responsible for requesting the commissioner to reconsider the disqualification.

### Graduation Requirements

ACCUPLACER Test Requirement: Anoka Technical College requires that all students seeking an associate in applied science (AAS) or diploma have new student assessment scores exempting them from taking basic math, basic English, and reading or complete basic math, basic English, and/or reading courses with a "C" grade or better. Testing must be completed before admission to the Medical Assistant program (see *Prerequisites* above). Also see Graduation Standards in the *Student Handbook*. NOTE: Program plans are subject to change. Please contact your program advisor for the most current program information.

### Transfer Opportunities

To see how this program transfers to other programs, review the Anoka Tech articulation agreements at [Minnesota Transfer](#). Articulation agreements are transfer agreements with specific programs and partnering schools. These agreements detail how specific courses transfer to a specific program at the partnering school. For a complete list of Anoka Tech's articulation agreements listed by program please see this [Minnesota Transfer link](#).

This program may also include Minnesota Transfer Curriculum (MnTC) courses. MnTC courses transfer to meet MnTC general education courses throughout the Minnesota State Colleges and Universities (MnSCU) system. MnTC courses from Anoka Technical College transfer to any MnSCU institution to meet the same goal areas that are met at Anoka Tech. Students are encouraged to contact the Office of Records and Registration at all transfer schools for details about the institution's transfer process and policies. For more information please visit our [Transfer page](#).

### Industry Information

A medical assistant is eligible to work in clinics, urgent care/express care/minute clinics, blood collection centers, research facilities and insurance companies. Duties could include administering injections, and blood pressure readings, rooming patients, drawing blood, performing commonly ordered laboratory tests and electrocardiograms (EKG), insurance coding, medical

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General Education/MnTC .....	15
<b>TOTAL CREDITS .....</b>	<b>60</b>

### Start Dates

Fall Semester .....	August
Spring Semester .....	January

### Faculty Contacts

<a href="#">Lisa Sailor</a> .....	763-576-4084
<a href="#">Stacy Wanovich</a> .....	763-576-4132
<a href="#">Deb LeHew</a> .....	763-576-4026
You may also contact Enrollment Services for information..... 763-576-7710	

For information on how to apply or to schedule a tour, please contact Admissions by phone 763-576-7710 or by email at [info@anokatech.edu](mailto:info@anokatech.edu)

### Sample Program Sequence Full-Time

	Semester 1	Semester 2	Semester 3
<b>FIRST YEAR</b>	COMP 1004 .....2	*BIOL 1106 .....4	EMED 1075 .....1
	*HLTH 1000.....2	MAST 1007 .....2	*ENGL 1105.....4
	*HLTH 1005.....4	MAST 1025 .....4	*PSYC 1405 .....4
	*HLTH 1040.....2	MAST 1040 .....3	OR *PSYC 1505...4
	MAST 1150.....2	MAST 2007 .....2	*SPCH 1120.....3
	*MATH 1020.....2	<b>TOTAL..... 15</b>	OR *SPCH 1200
	<b>TOTAL..... 14</b>		<b>TOTAL..... 12</b>
	Semester 4	Semester 5	
<b>SECOND YEAR</b>	MAST 1035 .....4	**MAST 2050 .....7	
	MAST 1055 .....2	<b>TOTAL.....7</b>	
	MAST 2030 .....1		
	MAST 2043 .....3		
	MAST 2055 .....2		
	<b>TOTAL..... 12</b>		

\*May be completed ahead of required semester plan.

\*\*All required course work must be successfully completed before participating in the externship.

records and scheduling patients for special procedures or other medical appointment.

Medical assistants have direct patient contact and work closely with physicians, nurses and other health care professionals. The ability to demonstrate professionalism, communicates effectively, multitask, and perform procedures quickly and accurately is essential for success.

Advancement 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.

### Wages/Outlook/Advancement

Wage information is available from the Minnesota Department of Education and the Minnesota Department of Employment and Economic Development. Medical Assistant Diploma Gainful Employment Report.