

### Program Information

The Anoka Technical College Medical Assistant accredited diploma is a 37-credit program that prepares students to be a professional, multi-skilled medical assistant who is dedicated to assist in patient care management. Graduates are prepared to assist medical providers with examinations and treatments, conduct medical histories, perform Clinical Laboratory Improvement Amendments (CLIA) waived testing, sterilize instruments and supplies, assist with minor surgery, medical office administrative services and administer medications.

Graduates of the Medical Assistant program are eligible to take the Certification Exam of the American Association of Medical Assistants (AAMA).

### Program Learning Outcomes

- Demonstrate knowledge of clinical procedures, laboratory and medication administration in a medical practice utilizing critical thinking skills.
- Apply knowledge of medical laboratory techniques to accurately collect specimens, perform Clinical Laboratory Improvement Amendments (CLIA) waived testing, and report lab results appropriately.
- Communicate effectively with individuals, families, groups, and/or colleagues of diverse sociocultural backgrounds through the use of verbal and non-verbal skills, written abilities, active listening, and information technologies within ambulatory care settings.
- Identify, interpret, and apply ethical, legal and social issues associated within the field of a medical assistant scope of practice.
- Employ a variety of administrative policies, procedures and techniques in a medical practice to deliver cost effective and quality healthcare.
- Professionally demonstrate confidentiality, communicate effectively, collaborating within teams along with professionalism.
- Use computer literacy skills and the ability to maintain electronic health records.
- Illustrate a caring and empathic approach to all people and cultures when interacting with a diverse patient population in the healthcare field.
- Reinforce healthy lifestyles through health promotion education of teaching individuals, families, and the community.

### Career Opportunities

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 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, communicate effectively, multi-task, 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.

Wage information is available from the [Minnesota Department of Employment and Economic Development](http://www.dhs.gov/minnesota-department-of-employment-and-economic-development).

### Accreditation/Certification

The Medical Assistant program is nationally accredited by the Commission on Accreditation of Allied Health Programs (CAAHEP):9355 135th St N, #7709, Seminole, FL 33775; 727-210-2350; www.caahep.org. Graduates can take the National Certification Examination to become certified with the American Association of Medical Assistants (AAMA).

### Admission Requirements

#### Successfully complete assessment requirement

- Score of 275 or higher on the Arithmetic portion of the NextGen Accuplacer or Anoka Tech Math 0801 with a grade of “B” or better or equivalent test score taken within the past 2 years.
- Score of 250 or higher on the Reading portion of the NextGen Accuplacer or ENGL 0102 or ENGL 0960 and READ 0900 or READ 0960 taken in the last three years or appropriate test score.
- A minimum Computer Keyboarding assessment score of 25 wpm with a 93% accuracy rate or completion of a basic keyboarding course with a minimum “C” grade

### Program Externship Requirements

A complete immunization record or immunity that is set in place by the Minnesota Department of Health and the Centers for Disease Control and Prevention. A current American Heart Association BLS for Healthcare Provider card. Documentation of negative QuantiFERON-TB Gold test (QFT-G), QuantiFERON -TB In-Tube test (GFT-GIT) or T-SPOT. See Medical Assistant Handbook for information.

### Background Study

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.

### Program Start Dates

Fall Semester.....August  
 Spring Semester .....January\*\*  
 Summer Semester .....May\*\*  
*\*\*Students who start in the spring and summer will need more time to complete this program. Limited first semester technical courses are offered in the spring semester.*



### Course Prerequisites

Some courses in this program may require a prerequisite. Please see [course descriptions](#) for more details.

### Program Sequence

<b>Fall Semester</b>	.....	<b>15</b>
<input type="checkbox"/> HLTH 1005	Anatomy and Physiology.....	4
<input type="checkbox"/> HLTH 1040	Medical Terminology.....	2
<input type="checkbox"/> MATH 1010	Dosage Calculations .....	1
<input type="checkbox"/> MAST 1200	Medical Assistant Seminar .....	2
<input type="checkbox"/> MAST 1301	Medical Administrative for Medical Assistants...	4
<input type="checkbox"/> MAST 1401	Introduction to Pharmacology .....	2
<b>Spring Semester</b>	.....	<b>16</b>
<input type="checkbox"/> ENGL 1107	Composition I .....	4
<input type="checkbox"/> MAST 1602	Introduction to Laboratory Skills.....	5
<input type="checkbox"/> MAST 1701	Clinical Procedures I.....	4
<input type="checkbox"/> MAST 2701	Clinical Procedures II .....	3
<b>Summer Semester</b>	.....	<b>6</b>
<input type="checkbox"/> MAST 2901	Externship .....	6

### Graduation Requirements

All course required for this program must be completed with a grade of C or higher.

### Faculty Contact

[Lisa Sailor](#) ..... 763-576-4084

For information on how to apply, to schedule a tour, or for service during summer hours, Enrollment Services at 763-576-7710 or [EnrollmentServices@anokatech.edu](mailto:EnrollmentServices@anokatech.edu)

*Also see: Medical Assistant AAS*