

MEDICAL ASSISTANT

Program Number: 31-509-1

Technical Diploma (1 year)

Campus: Beaver Dam, Fond du Lac, West Bend

This program is eligible for financial aid (<http://www.morainepark.edu/financial-aid/>)

Prepare for a rewarding career in health care and join one of the fastest-growing fields in less than one year with Moraine Park Technical College's Medical Assistant program.

About the Program

Prepare to make a difference in the lives of others, and act as one of the first points of contact for patients in medical offices with a career as a medical assistant. In Moraine Park's Medical Assistant program, students learn how to assist physicians in a variety of clinical and administrative tasks, such as greeting patients, scheduling appointments, updating patient medical records, and coding and billing. The medical assistant profession is one of the fastest growing occupations (<http://www.bls.gov/ooh/healthcare/medical-assistants.htm>) in the U.S.

Graduates of the Medical Assistant program are eligible to write the Certified Medical Assistant (CMA) exam offered by the American Association of Medical Assistants (AAMA) and/or the Registered Medical Assistant (RMA) exam by the American Medical Technologists (AMT).

The Medical Assistant program is accredited by the Commission on Accreditation of Allied Health Education programs (www.caahep.org) upon the recommendation of the Medical Assisting Education Review Board (MAERB).

Commission on Accreditation of Allied Health Education programs
9355-113th St. N. #7709

Seminole, FL 33775

727-210-2350

www.caahep.org (<http://www.caahep.org>)

What You'll Learn

In Moraine Park's Medical Assistant courses, students learn how to record medical histories, obtain vital signs, prepare patients for examination, collect and prepare laboratory specimens, perform CLIA-waived laboratory tests, and instruct patients about medications or special diets. As graduates, these clinical tasks are performed under the supervision of a physician and vary according to state law.

Transfer Opportunities

Earn credits at MPTC and transfer to a four-year college to earn your bachelor's degree.

Visit the Transfer Opportunities (<https://www.morainepark.edu/academics/transfer-information/transfer-to-a-four-year-college/>) page for more information on credit transfer agreements between Moraine Park and four-year colleges, both public and private.

Additional Information

509-306 Medical Assistant Clinical Procedures 2 is the exit assessment graduation requirement for the program.

- There are a number of support services available at Moraine Park Technical College for students to ensure successful program

completion. Graduates of the Medical Assistant program at Moraine Park Technical College are satisfied with the education they receive; 100% of 2018 graduates agree with this statement.

- The Medical Assistant program at Moraine Park Technical College has a job placement rate of 96% for students who graduated in 2018. Employers actively seek graduates of Moraine Park Technical College's Medical Assistant program and report a 100% satisfaction rate with 2018 and 2019 program graduates.

Admission Process

Standard Admissions (<http://www.morainepark.edu/admissions/new-student/how-to-apply-for-admissions/>) steps details

This program also requires:

- Health Requirements
- Criminal Background Check

Credit for Prior Learning

Earn college credit outside the classroom through Moraine Park's Credit for Prior Learning (CPL) opportunities. Credit opportunities are available for:

- Previous college coursework from prior institutions
- Military training and experience
- Passing of MPTC or national exams
- Skills or knowledge developed on the job or through other life experiences

Visit MPTC's Credit for Prior Learning (<https://www.morainepark.edu/academics/transfer-information/credit-for-prior-learning/>) page for more information.

Approximate Costs

- \$141.00 per credit (resident)
- \$211.50 per credit (out-of-state resident)
- Online students are not charged out-of-state fees.
- Please refer to the MPTC Student Handbook (<http://www.morainepark.edu/studenthandbook/>) for additional enrollment fee information.

Financial Aid

Financial Aid is provided to aid eligible associate degree and technical diploma programs with 28 credits or more. Processing can take 6-8 weeks after a student's completed Free Application for Federal Student Aid (FAFSA (<https://studentaid.gov/h/apply-for-aid/fafsa/>)) is received. Visit the Financial Aid (<https://www.morainepark.edu/pay-for-college/financial-aid/>) page to learn more.

Course Requirements

Course	Title	Credits
Semester 1		
501-101	Medical Terminology	3
501-107	Digital Literacy for Healthcare	2
509-101	Medical Assistant Administrative Procedures	2
509-102	Human Body in Health and Disease	3
509-303	Medical Assistant Laboratory Procedures 1	2
509-304	Medical Assistant Clinical Procedures 1	4

890-101	College 101	2
	Credits	18
Semester 2		
501-108	Pharmacology for Allied Health	2
509-107	Medical Office Insurance and Finance	2
509-109	Medical Law, Ethics and Professionalism	2
509-305	Medical Assistant Laboratory Procedures 2	2
509-306	Medical Assistant Clinical Procedures 2	3
509-310	Medical Assistant Practicum	3
801-136	English Composition 1	3
	Credits	17
	Total Credits	35

Additional Program Requirements

Students are required to complete a background check, health requirements, and certification for healthcare provider CPR. 509-310 Medical Assistant Practicum must be taken the last semester before graduation.

Program Outcomes

- Perform medical office administrative functions.
- Provide patient care in accordance with regulations, policies, laws and patient rights.
- Perform medical laboratory procedures.
- Demonstrate professionalism in a healthcare setting.
- Demonstrate safety and emergency practices in a healthcare setting.

Career Opportunities

- Medical Assistant
- Referral Specialist/Scheduler
- Lab Assistant
- Health Information Associate
- Patient Care Technician
- Patient Services Assistant
- Business Office Specialist

Statewide Median Salary for Recent Graduates

\$32,757