

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.

The program is comprised of a progressive career ladder transitioning from a certificate (Administrative Medical Assistant (<https://catalog.morainepark.edu/programs/administrative-medical-assistant-certificate/>)) to technical diploma (Medical Assistant (<https://catalog.morainepark.edu/programs/medical-assistant/>)).

Graduates of the Medical Assistant program are eligible to sit for 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) (<http://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. Moraine Park expects to prepare medical assistants who are competent in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains to enter the profession.

Transfer Opportunities

Your academic journey can continue at a four-year college or university. Earn your associate degree at Moraine Park and then apply those credits toward a bachelor's degree. Starting at MPTC makes completing a bachelor's degree **affordable, accessible** and **convenient**. You can

go anywhere as MPTC has transfer agreements with colleges and universities both in Wisconsin and throughout the country.

Visit the Transfer to a Four-Year College (<https://www.morainepark.edu/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

Certification Disclosure: Moraine Park's Medical Assistant program prepares students to obtain the educational requirements necessary to sit for the Certified Medical Assistant (CMA) examination offered by the American Association of Medical Assistants (AAMA) and the Registered Medical Assistant (RMA) certification examination offered by the American Medical Technologists (AMT). Visit the Accreditation (<http://www.morainepark.edu/about-mptc/accreditation/#accreditation>) page for more details about accreditation.

Certifying Organizations: American Association of Medical Assistants (<https://www.aama-ntl.org/>), American Medical Technologists (<https://americanmedtech.org/Medical-Assistant/>)

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

- Moraine Park offers many resources to students so they can successfully complete the Medical Assistant Program. In 2021, 87% of students admitted to the program were able to successfully earn their technical diploma. 100% of program graduates reported satisfaction with the program.
- Employers actively seek graduates of Moraine Park's Medical Assistant Program and report 100% job satisfaction rate with 2021 program graduates.
- In 2021, 91.30% of Moraine Park Medical Assistant Program Graduates passed their certification exam to receive credentials as either a Certified Medical Assistant or a Registered Medical Assistant.
- In 2020, 84% of Moraine Park Medical Assistant Graduates were able to secure a job.

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

Transform the skills and abilities developed through previous experience into college credit through MPTC's Credit for Prior Learning process.

- Transfer credit from other colleges/universities
- Earn college credit for your military training and experience
- Earn college credit via Advance Placement, CLEP, DANTES/DSST or MPTC Challenge Exams
- Earn college credit from previous/current work and life experiences

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

Approximate Costs

Tuition

Occupational

- \$149.50 per credit (resident)
- \$224.25 per credit (out-of-state resident)

Associate of Arts/Associate of Science

- \$188.90 per credit (resident)
- \$283.35 per credit (out-of-state resident)

Online students are not charged out-of-state fees.

Student Fees

- \$5.00 minimum per course Material Fee
- \$13.45 per-credit Supplemental Fee for Undergraduate courses
- \$4.50 per term mandatory Student Accident Insurance Fee

Please refer to Tuition & Fee Information (<https://catalog.morainepark.edu/admissions-registration/tuition-fee-information/>) for additional enrollment fee information.

Financial Aid

Financial Aid is available for associate degree and technical diploma programs (those that are 2 semesters in length and typically with 28 credits or more). Processing can take 4-5 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.

While attending Moraine Park during the 2024-25 school year, your estimated cost of attendance for one full year includes tuition of \$4,462 (15 credits for fall and spring semester), fees of \$338, food and housing of \$3,008 (if living with parents, \$9,147 if living on your own), books and supplies of \$1,465, personal expenses of \$3,608, and transportation of \$4,017 for a total of \$17,002. Your direct costs (those costs paid directly to the college) include tuition & fees. The indirect costs (costs not paid to the college) can vary from individual to individual and your own personal needs.

Course Requirements

| Course | Title | Credits |
|-------------------|---|-----------|
| Semester 1 | | |
| 103-159 | Computer Literacy - Microsoft Office | 1 |
| 509-301 | Medical Assistant Administrative Procedures | 2 |
| 509-302 | Human Body in Health and Disease | 3 |
| 509-303 | Medical Assistant Laboratory Procedures 1 | 2 |
| 509-304 | Medical Assistant Clinical Procedures 1 | 4 |
| 509-320 | Medical Terminology for Medical Assistants | 2 |
| 890-101 | College 101 | 2 |
| Credits | | 16 |
| Semester 2 | | |
| 509-305 | Medical Assistant Laboratory Procedures 2 | 2 |
| 509-306 | Medical Assistant Clinical Procedures 2 | 3 |
| 509-307 | Medical Office Insurance and Finance | 2 |
| 509-308 | Pharmacology for Allied Health | 2 |
| 509-309 | Medical Law, Ethics and Professionalism | 2 |
| 509-310 | Medical Assistant Practicum | 3 |

| | | |
|----------------------|-----------------------|-----------|
| 801-136 | English Composition 1 | 3 |
| Credits | | 17 |
| Total Credits | | 33 |

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.

Pathways

- Medical Assistant Technical Diploma (p. 1)
 - Administrative Medical Assistant Certificate (<https://catalog.morainepark.edu/programs/administrative-medical-assistant-certificate/>)

Earn a certificate and a technical diploma along this pathway. Start with some courses for entry-level employment, and continue with additional courses for higher wages and job advancement.

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

\$37,437