

Medical Assistant



Possible Careers

- Medical/Surgical Office Assistant
- Phlebotomist
- Laboratory Assistant
- Optometric Assistant
- Podiatric Assistant
- Pharmacy Assistant
- Chiropractor Assistant
- Medical Office Assistant

Technical Diploma – 35 credits

Medical assistants work primarily in medical clinics or physicians/nurse practitioners offices. The medical assistant program prepares the student for all aspects of the medical office. Responsibilities might include preparing the patient for physical examination, obtaining a health history, assisting the physician with the exam as well as minor surgery, performing routine tests independently, and disinfecting and sterilizing instruments. Some medical assistants manage the office, arrange and confirm appointments, register patients, keep treatment records, send bills, receive payments, file insurance forms, handle the mail, and keep inventory records.

Medical Assistant

The Medical Assistant program requires two semesters of full-time study. Students are admitted in the fall semester. Students learn basic body structure and function, medical terminology, and communication/interpersonal skills. Other courses cover the principles of medical asepsis, safety, ethics, law, and pharmacology. This knowledge serves as a basis for acquiring competence in entry level medical assistant skills.

Through classroom and laboratory practice students demonstrate competence in basic front office, clinical, examining room, and diagnostic procedures. In the final semester students are provided experiences in area office, laboratory, and clinical settings where they apply theory, principles, and skills learned throughout the program.

Medical Assistant Diploma Program Outcomes

- 1) Demonstrate caring and respectful communication.
- 2) Demonstrate competence in administrative duties.
- 3) Demonstrate competence in clinical duties.
- 4) Practice medical assisting collaboratively.
- 5) Incorporate critical thinking in practice.
- 6) Practice medical assisting according to AAMA Code of Ethics.
- 7) Demonstrate standard safety practices and procedures.

Accreditation

The Nicolet Area Technical College Medical Assistant program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), upon recommendation of the Medical Assisting Education Review Board (MAERB) of the American Association of Medical Assistants Endowment(AAMAE), 35 East Wacker Drive, Suite 1970, Chicago, IL 60601-2208, 312-553-9355.

Salary Information

Average wage was \$12.42 an hour for 2007 Wisconsin Technical College Medical Assistant graduates. Average annual salary was \$25,811.

Curriculum	Credits
Fall Semester	
10-501-107 Intro to Healthcare Computer	2
OR	
10-103-115 MS Word, Beginning (1)	
10-501-101 Medical Terminology	3
31-509-301 Medical Asst Admin Procedures	1
31-509-302 Human Body in Health & Disease.	3
31-509-303 Medical Asst Lab Procedures 1	2
31-509-304 Medical Asst Clin Procedures 1	4
10-501-104 Healthcare Customer Services.	2
OR	
31-801-304 Applied Communications: Writing	2
	16/17
Spring Semester	
31-509-305 Medical Asst Lab Procedures 2	2
10-509-306 Med Asst Clin Procedures 2	3
31-509-307 Medical Office Insurance & Finance	2
31-501-308 Pharmacology for Allied Health	2
31-509-310 Medical Assistant Externship.	3
31-509-309 Medical Law, Ethics & Profess.	1
OR	
10-509-108 Law & Ethics for Health Occupation.	(2)
10-809-199 Psychology of Human Relations	3
	16/17

Students must have a grade of "C-" or better to progress in core courses in the following semester and a grade of "C-" or better in all courses to graduate. A cumulative G.P.A. of 2.0 is required for graduation.



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