

MEDICAL ASSISTANT

Description

Milwaukee Career College prepares individuals for entry-level, medical-related positions through the use of education, training and work experience. Under the supervision of a health care provider, MCC Medical Assistants will be capable of covering a wide range of tasks supportive to a medical provider's practice. Emphasis will be on medical support including patient interviews, assisting with examinations, some diagnostic testing, and lab work. In addition, students will be able to perform clerical and administrative duties including scheduling, reception, obtaining patient information, maintaining medical records, supplies and equipment, billing, and insurance.

Training Objective

The MCC Medical Assistant Program is designed to prepare them for careers in Allied Health. The program focuses on giving students the clinical, technical training and administrative skills that will prepare them for a position in a medical office, clinic or hospital setting.

Curriculum

Career Prep Sequence

Course #	Course	Theory	Lab	Extern	Credits
CAT 150	Anatomy, Physiology and Medical Terminology	55			3.5
CSK 100	Study Skills	15			1.0
CCB 100	Computer Basics	5	10		0.5
CMF 95	Math Fundamentals	20			1.0
CHS 100	CPR & First Aid	10	5		0.5
Career Prep Sequence Total		105	15		6.5

Professional Sequence I

Course #	Course	Theory	Lab	Extern	Credits
MA 110	Medical / Surgical Asepsis	15	15		1.5
MA 117	Medical Law and Ethics	30			2.0
MA 111	Medical Office Laboratory Procedures	10	20		1.0
MA 114	Diet and Nutrition	30			2.0
Professional Sequence I Total		85	35		6.5

Professional Sequence II

Course #	Course	Theory	Lab	Extern	Credits
MA 108	Pharmacology	30			2.0
MA 115	Specialty Exam Techniques	10	20		1.0
MA 113	Examining Room Techniques	10	20		1.0
MA 118	Office Management	10	20		1.0
Professional Sequence II Total		60	60		5.0

Professional Sequence III

Course #	Course	Theory	Lab	Extern	Credits
MA 112	Nursing and Surgical Procedures	10	20		1.0
MA 105	Medical Insurance	30			2.0
MA 104	Accounting and Bookkeeping	20	10		1.5
MA 119	Clinical Review		15		0.5
MA 120	Certification Review	15			1.0
Professional Sequence III Total		75	45		6.0

Externship

Course #	Course	Theory	Lab	Extern	Credits
MA116	Externship			240	5.0
Externship Total				240	5.0
PROGRAM TOTALS		325	155	240	29.0

Total Hours: 720 (325 Theory, 155 Lab, 240 Extern)
Day Classes: 30 weeks/24 weeks of theory and lab and 6 weeks of externship
Evening Classes: 38 weeks/32 weeks of theory and lab and 6 weeks of externship
Definition of Credit: 1 Credit = 15 Lecture Hours/30 Lab Hours/45 Extern Hours
Program Delivery Type: Residential (On Campus) or Blended (On Campus & Distance Education)

Courses Available to be Offered Via Blended Distance Education: CAT150, CSK100, CCB100, CMF95, MA110, MA117, MA111, MA114, MA108, MA115, MA113, MA118, MA112, MA105, MA104, MA120

Course Descriptions**CAT 150 Anatomy, Physiology and Medical Terminology 3.5 Credits**

This course will provide the student with the fundamental knowledge of the human body structure and function enabling the student to relate with a reasonable amount of intelligence, understanding, and practical proficiency in health occupations. This course is designed to teach students medical terminology by introducing them to the logical structure of medical terms, i.e., introducing root words, combining forms, prefixes, and suffixes. Introduction of medical terminology is by body system and is correlated with Anatomy and Physiology.

Prerequisite: None

CSK 100 Study Skills 1.0 Credit

Provides an opportunity to learn and adopt methods to promote in school, work, and life. Topics to be covered include time management, reading skills, memory goal setting, and stress management.

Prerequisite: None

CCB 100 Computer Basics 0.5 Credit

This course introduces the student to the fundamental elements of Microsoft Word. The Word interface is covered along with the creation of documents and use of Word Help. Working with documents as well as document formatting and management and organization are covered.

Prerequisite: None

CMF 95 Math Fundamentals 1.0 Credit

The course reviews basic mathematical skills including whole, fractions, decimals, proportions, ratios, percentages, combined applications and measurement systems. It provides students with a solid foundation for higher math concepts.

Prerequisite: None

CHS 100 CPR/First Aid 0.5 Credit

Upon satisfactory completion of this course, the student will be certified by the American Red Cross in Cardiopulmonary Resuscitation for the Professional Rescuer as well as Basic First Aid.

Prerequisite: None; Not Available to be offered via Distance Education

MA 110 Medical/Surgical Asepsis 1.5 Credits

This course is designed to give the Medical Assistant student knowledge and practice in skills needed regarding asepsis and sterilization techniques. The principles of sterile technique are studied.

Prerequisite: CAT 150

MA 117 Medical Law and Ethics 2.0 Credits

This course introduces students to the complex world of medical law. It prepares them to understand recently passed legislation (HIPAA and COBRA) that affects their role as Medical Assistants. An emphasis is placed on the ethical concerns of a diverse society that is rapidly changing with the uses of technology.

Prerequisite: None

MA 111 Medical Office Laboratory Procedures 1.0 Credit

This course is designed to give the Medical Assistant student knowledge and practice in skills needed in a medical office. Included are the principles of asepsis, sterilization techniques, housekeeping and inventory methods, assisting with examinations and treatments, and drawing blood techniques are included. Lectures are correlated with laboratory practice.

Prerequisite: CAT 150

MA114 Diet and Nutrition 2.0 Credits

This course acquaints the student with the effect of diet and nutrition on the human body and the function with health and disease. Emphasis will be placed on nutrients and their importance to health.

Prerequisite: CAT 150

MA 108 Pharmacology 2.0 Credits

This course introduces the student to the use of pharmacological terminology and context. Included are medication actions, dosage forms, routes of administration, and uses. Emphasis is on the terminology necessary for medical reports.

Prerequisite: CAT 150 and CMF 95

MA 115 Specialty Exam Techniques 1.0 Credit

This course is designed to enhance the Medical Assistant student's knowledge and abilities in examining room techniques for medical specialties, i.e., pediatrics. Specialty examinations including an electrocardiograph (EKG) technician's course are included.

Prerequisite: CAT 150

MA 113 Examining Room Techniques 1.0 Credit

This course is designed to familiarize the medical assistant student with basic examination equipment and procedures. Principles are stressed along with mechanics, giving the student an understanding to complement the technical skills developed. Immunization procedures and ocular evaluations are included.

Prerequisite: MA110

MA 118 Office Management 1.0 Credit

This course is intended to provide a comprehensive introduction to medical office management and protocol including patient reception and appointments, filing and maintenance of patient records, intra-and-inter-office communications, supply record keeping and inventory.

Prerequisite: None

MA 112 Nursing and Surgical Procedures 1.0 Credit

This course continues to offer the student knowledge and practice in medical assisting skills required in an office. The principles of sterile techniques are applied in assisting with minor surgical procedures. Included are the healing process and related therapies.

Prerequisite: CAT 150

MA 105 Medical Insurance 2.0 Credits

This course offers the student knowledge in understanding medical insurance. Insurance terminology, legal considerations, diagnostic and procedural coding, and types of medical insurance are studied. The course develops skill in information seeking and problem solving through exercises in coding and claims preparation and payment.

Prerequisite: CAT 150

MA 104 Accounting and Bookkeeping 1.5 Credits

This course instructs the student in the management of patient financial records, collection and billing procedures, and single entry bookkeeping.

Prerequisite: None

MA 119 Clinical Review 0.5 Credit

This course instructs the student in the management of patient financial records, collection and billing procedures, and single entry bookkeeping.

Prerequisite: Career prep sequence, professional sequence I, II, MA 112, MA 105, and MA 104. Not Available to be offered via Distance Education

MA 120 Certification Review 1.0 Credit

This course is designed to prepare the learner for the Medical Assistant National Certification Exam. Contents include a comprehensive review of program content and the opportunity to participate in a simulated Registered Medical Assistant Exam.

Prerequisite: Career prep sequence, professional sequence I, II, MA 112, MA 105, and MA 104.

MA 116 Clinical Externship

5.0 Credits

The Medical Assistant student will have practical experience in offices and clinics of qualified health care providers. During this experience the student will participate in a balanced practicum in administrative and clinical work under the supervision and evaluation of qualified medical personnel and the general supervision of the MCC Medical Assistant Lead Instructor.

Prerequisite: All required courses of the Medical Assistant Program Compliance with all MCC policies, including tuition payment schedule, current physical examination, current immunizations, Wisconsin Caregiver Background Check if required for specific externship sites and a drug screen if required for specific externship sites. Not Available to be offered via Distance Education.