The Anoka Technical College Medical Assistant Associate in Applied Science (AAS) is a 60-credit program that prepares individuals, under the supervision of physicians, to provide medical office administrative services and perform clinical duties including patient intake and care, routine diagnostic and recording procedures, pre-examination and examination assistance, and the administrative of medications and first aid.

The program includes instruction in basic anatomy and physiology; medical terminology; medical law and ethics; patient psychology and communications; medical office procedures; and clinical diagnostic, examination, testing and treatment procedures.

The Medical Assistant faculty believes that learning is a dynamic method facilitated by role modeling and surrounding students in a series of simulated classroom, clinical and laboratory settings. The Medical Assistant program offers full and part-time classes. The student is placed in a medical clinic for uncompensated, practical on the job experience. The 320-hour externship is supervised by clinical staff.

This profession is the only allied health specifically trained to work in ambulatory health settings. Medical assistants are multi-skilled employees, competent to perform administrative, clinical and laboratory procedures within the supervising physician’s scope of practice consistent with medical assisting education, training and experience.

Program Information

Upon successful completion of program requirements, graduates will be able to:
1. Perform scheduling of admission, appointments and tests.
2. Organize medical records.
3. Apply administrative policies and procedures effectively.
4. Demonstrate competent written and medical terminology skills.
5. Demonstrate handling and disposing of medical waste.
6. Apply principles and safety for laboratory procedures.
7. Demonstrate efficient interpersonal skills with patients, medical personal and co-workers.
8. Adapt methods and techniques to individual needs/capabilities of patients.
9. Demonstrate professionalism with the legal and ethical boundaries of the medical assisting profession.
10. Demonstrate safety and emergency practice in health care surroundings.
11. Perform vital signs, exam room preparation, patient data collection, documentation, billing, medical transcription, medical and surgical asepsis, dressing changes, catheterization, injections, drug administration, nutrition, electrocardiograms, venipunctures, capillary punctures, hematology, urinalysis and kit testing.
12. Demonstrate responsibility within the scope of practice of a medical assistant.

Program Goals

- Prepare competent entry-level medical assistants in cognitive (knowledge) psychomotor (skills) and affective (behavior) learning domains.
- Become an employer of choice.
- Help students and communities live and learn well.
- Foster an environment of critical thinking, effective communication, personal responsibility and initiative.

Program Externship Requirements

Students entering into the externship must have immunizations such as Hepatitis B, MMR, Varicella and Tdap. Also, must be current in First Aid/BLS CPR through the American Heart Association for Healthcare Providers. See Medical Assistant Handbook or advisor for further information.

Accreditation/Certification

The Medical Assistant program is nationally accredited by the Commission on Accreditation of Allied Health Programs (CAAHEP): 25400 U.S. Highway 19 North, Ste 158, Clearwater, FL 33756; 727-210-2350; www.caahep.org. Graduates can take the National Certification Examination to become certified with the American Association of Medical Assistants (AAMA).

Prerequisites

Score of 81 or higher on the Arithmetic portion of the Accuplacer test taken within the past two years OR score of 22 or higher on the Mathematics subject area of the ACT test taken within the past two years OR Anoka Technical College MATH 0801 with a grade of “B” or better within the past two years

Score of 86 or higher on the Sentence Skills portion of the Accuplacer test taken within the past three years OR score of 18 or higher on the English subject area of the ACT test taken within the past three years OR Anoka Technical College ENGL 0101 with a grade of “C” or better within the past three years.

Score of 78 or higher on the Reading Comprehension portion of the Accuplacer test taken within the past three years OR score of 21 or higher on the reading subject area of the ACT test taken within the past three years OR Anoka Technical College READ 0900 with a grade of “C” or better within the past three years.

Program Externship Requirements

- Apply administrative policies and procedures effectively.
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Program Rationale

Background Studies

Minnesota Law requires any person with direct patient and resident contact at a health care facility licensed by the Minnesota Department of Health (MDH) to have a background study conducted by the state. An individual disqualified from direct patient contact as a result of the background study, and whose disqualification is not set aside by the Commissioner of Health, will not be permitted to participate in a clinical placement in a Minnesota licensed health care facility. Anoka Technical College will withdraw any student from the Medical Assistant program who is disqualified by the MDH. The student is then responsible for requesting the commissioner to reconsider the disqualification.

Program Outcomes

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2016-2017

Medical Assistant
Associate in Applied Science (AAS) Degree

Graduation Requirements

All Anoka Technical College students seeking an Associate in Applied Science (AAS) degree, diploma, or certification must meet the grade-point average (GPA) of 2.0 or higher. Please contact your advisor for any further program graduation requirements.

Transfer Opportunities

To see how credits from this program may transfer into other Anoka Technical College programs or into a program at another college, visit:
- Minnesota Transfer: (www.mntransfer.org/students/plan/s_agreements.php?numResults=25&archive=false&from_inst=70&from_prog=&to_inst=&Search=Search)
- Anoka Technical College transfer student: (www.anokatech.edu/BecomeStudent/Transfers.aspx)

Industry Information

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, communicates 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.

Wages/Outlook/Advancement


Technical Education: 45 Credits

- ADSC 1055 Electronic Health Records ..................... 2
- EMED 1076 BLS for the Health Care Provider ............. 1
- HLTH 1000 Disease Conditions .......................... 2
- HLTH 1005 Anatomy and Physiology ........................ 4
- HLTH 1040 Medical Terminology ......................... 2
- MAST 1200 Medical Assistant Seminar .................... 2
- MAST 1300 Medical Administrative I ...................... 2
- MAST 1400 Pharmacology I .................................. 2
- MAST 1500 EKG ............................................. 1
- MAST 1600 Laboratory I ..................................... 4
- MAST 1700 Clinical Procedures I ........................... 3
- MAST 2300 Medical Administrative II .................... 2
- MAST 1400 Pharmacology II .................................. 2
- MAST 2600 Laboratory II .................................... 4
- MAST 2700 Clinical Procedures II .......................... 3
- MAST 2900 Externship ..................................... 7
- MATH 1020 Math for Health Care .......................... 2

Courses with MAST prefix are restricted to students admitted to the Medical Assistant program. All required core coursework must be successfully completed before participating in the externship.

General Education: 15 Credits

Fifteen general education credits of Minnesota Transfer Curriculum (MnTC) are required. Student is required to take:
- ENGL 1105 Composition I .................................. 4
- OR
- PSYC 1405 Lifespan Development ......................... 4
- OR
- PSYC 1505 General Psychology .......................... 4
- OR
- SPCH 1200 Interpersonal Communication ................ 3
- OR
- SPCH 1120 Public Speaking .............................. 3

Start Dates

Fall Semester ................................................. August
Spring Semester ............................................. January

Faculty Contact

Lisa Sailor ............................................. 763-576-4084
Stacy Wanovich ........................................ 763-576-4132
Deb Lehew .............................................. 763-576-4026

For information on how to apply, to schedule a tour, or for service during summer hours, contact Enrollment Services at 763-576-7710 or EnrollmentServices@anokatechedu

Graduation Requirements

All Anoka Technical College students seeking an Associate in Applied Science (AAS) degree, diploma, or certification must meet the grade-point average (GPA) of 2.0 or higher. Please contact your advisor for any further program graduation requirements.

Sample Program Sequence:

Full Time

1st YEAR

**Fall Semester**

*ENGL 1105/2105 4
HLTH 1000 ...... 2
HLTH 1005 ...... 4
HLTH 1040 ...... 2
MATH 1020 ...... 2
TOTAL ........ 17

**Spring Semester**

MAST 1200 .......... 2
MAST 1300 .......... 2
MAST 1500 ...... 1
MAST 1600 ...... 4
MAST 1700 ..... 3
MAST 2300 ...... 2
TOTAL ........ 14

**Summer Semester**

*PSYC 1405/1505 4
ADSC 1055 ......... 2
TOTAL ............ 6

2nd YEAR

**Fall Semester**

*BIOL 1106 ...... 4
EMED 1076 ..... 1
MAST 1400 ..... 2
MAST 2400 ..... 2
MAST 2600 ..... 4
MAST 2700 ...... 3
TOTAL ........ 16

**Spring Semester**

**MAST 2900 ..... 7
TOTAL ............ 7

*May be completed ahead of required semester plan.

**All required course work must be successfully completed before participating in the externship.

ANOKA TECHNICAL COLLEGE