

**Program Information**

The Anoka Technical College Medical Assistant diploma is a 49-credit program that prepares students to be a professional, multi-skilled medical assistant who is dedicated to assist in patient care management. Graduates are prepared to assist medical providers with examinations and treatments, conduct medical histories, perform Clinical Laboratory Improvement Amendments (CLIA) waived testing, sterilize instruments and supplies, assist with minor surgery, medical office administrative services and administer medications.

Graduate of the Medical Assistant program are eligible to take the Certification Exam of the American Association of Medical Assistants (AAMA).

**Program Outcomes**

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.

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 33763; 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**

Some courses may require appropriate test score or completion of basic math, basic English, and/or reading courses with a "C" or better.

**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.

**Graduation Requirements**

All Anoka Technical College students seeking an Associate of Applied Sciences (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](http://www.mntransfer.org/students/plan/s_agreements.php?numResults=25&archive=false&from_inst=70&from_prog=&to_inst=&Search=Search): (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](http://www.anokatech.edu/BecomeStudent/Transfers.aspx): (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 Assistant

Diploma

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.

### Wage/Outlook/Advancement

Wage information is available from the [Minnesota Department of Employment and Economic Development](#).

### Technical Credits: 45 Credits

- ADSC 1055 Electronic Health Records..... 2
- EMED 1076 BLS for 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 2400 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

Course 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/MnTC Requirements: 4 Credits

- ENGL 1107 Composition I..... 4
- OR
- ENGL 2105 Business and Technical Writing ..... 4

### Gainful Employment

[Follow this link for a Gainful Employment Report](#)

### Start Dates

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

### Sample Program Sequence

Full Time

		First Semester	Second Semester
1st YEAR	ENGL 1107 or 2105.....	4	MAST 1600..... 4
	HTLH 1005.....	4	MAST 1700..... 3
	HLTH 1040.....	2	MAST 2600..... 4
	MAST 1200.....	2	MAST 2700..... 3
	MAST 1300.....	2	EMED 1076 ..... 1
	MAST 1500.....	1	<b>TOTAL ..... 15</b>
	MAST 2300.....	2	
	MAST 1400.....	2	
	MAST 2400.....	2	
	<b>TOTAL .....</b>	<b>21</b>	
2nd YEAR	<b>Third Semester</b>		<b>Fourth Semester</b>
	ADSC 1055.....	2	MAST 2900..... 7
	HLTH 1000.....	2	
	MATH 1020.....	2	<b>TOTAL ..... 7</b>
<b>TOTAL .....</b>	<b>6</b>		

### Faculty Contact

- [Lisa Sailor](#)..... 763-576-4084
- [Stacey 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@anokatech.edu](mailto:EnrollmentServices@anokatech.edu)



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