

**Program Information**

The Anoka Technical College Medical Assistant accredited diploma is a 37-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.

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

**Program Learning Outcomes**

Upon successful completion of program requirements, graduates will be able to:

- Demonstrate knowledge of clinical procedures, laboratory and medication administration in a medical practice utilizing critical thinking skills.
- Apply knowledge of medical laboratory techniques to accurately collect specimens, perform Clinical Laboratory Improvement Amendments (CLIA) waived testing, and report lab results appropriately.
- Communicate effectively with individuals, families, groups, and/or colleagues of diverse sociocultural backgrounds through the use of verbal and non-verbal skills, written abilities, active listening, and information technologies within ambulatory care settings.
- Identify, interpret, and apply ethical, legal and social issues associated within the field of a medical assistant scope of practice.
- Employ a variety of administrative policies, procedures and techniques in a medical practice to deliver cost effective and quality healthcare.
- Professionally demonstrate confidentiality, communicate effectively, collaborating within teams along with professionalism.
- Use computer literacy skills and the ability to maintain electronic health records.
- Illustrate a caring and empathic approach to all people and cultures when interacting with a diverse patient population in the healthcare field.
- Reinforce healthy lifestyles through health promotion education of teaching individuals, families, and the community.

**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).

**Course Prerequisites**

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

**MAST 1300:** Basic Computer Keyboarding or 25 wpm keyboarding ability or equivalent

**MAST 1601 and 1700:** Documentation of Hepatitis B immunity or documentation of two Hepatitis B immunizations prior to starting these courses. Copy of current American Heart Association BLS Provider (must be current throughout the externship).

**MAST 2601 and 2701:** A complete immunization record or immunity that is set in place by the Minnesota Department of Health and the Centers for Disease Control and Prevention. See Medical Assistant student handbook at: <https://www.anokatech.edu/-/media/Files/New-Web-Site-Files/Programs-and-Courses/Health/Medical-Assistant-Program-Handbook.ashx?la=en&hash=92138AA8B1472DEFD7193CEA08CCF8483E038164>

**MAST 2901: TB blood tests**

- Documentation of negative QuantiFERON®-TB Gold test (QFT-G), QuantiFERON®-TB Gold In-Tube test (GFT-GIT) or T-SPOT®.

**Documentation Requirements**

*If the test is positive, the individual must have the following:*

- A negative chest x-ray within six months prior to beginning of the clinical experience. This test may be required more frequently by clinical site requirements.
- Documentation from a medical provider will be required to work with patients.

**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.

# Medical Assistant

Diploma

## Graduation Requirements

Anoka Technical College students seeking an Associate in Applied Science (AAS) or Medical Assistant diploma must complete all of the required courses as outlined on the program plan with a C or better grade in each course.

## 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](#)
- [Anoka Technical College Transfer Student](#)

## 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, communicate 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](#).

## Start Dates

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

## Program Sequence

*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.*

<b>First Semester</b> .....	<b>17</b>
<input type="checkbox"/> ENGL 1107 Composition I.....	4
OR	
<input type="checkbox"/> ENGL 2105 Business and Technical Writing .....	4
<input type="checkbox"/> HLTH 1005 Anatomy and Physiology .....	4
<input type="checkbox"/> HLTH 1040 Medical Terminology .....	2
<input type="checkbox"/> MAST 1200 Medical Assistant Seminar.....	2
<input type="checkbox"/> MAST 1300 Medical Administrative I.....	2
<input type="checkbox"/> MAST 2300 Medical Administrative II .....	2
<input type="checkbox"/> MATH 1010 Dosage Calculations.....	1
<b>Second Semester</b> .....	<b>14</b>
<input type="checkbox"/> MAST 1401 Introduction to Pharmacology .....	2
<input type="checkbox"/> MAST 1601 Laboratory I.....	3
<input type="checkbox"/> MAST 1700 Clinical Procedures I.....	3
<input type="checkbox"/> MAST 2601 Laboratory II.....	3
<input type="checkbox"/> MAST 2701 Clinical Procedures II.....	3
<b>Third Semester</b> .....	<b>6</b>
<input type="checkbox"/> MAST 2901 Externship.....	6

## 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, Enrollment Services at 763-576-7710 or [EnrollmentServices@anokatech.edu](mailto:EnrollmentServices@anokatech.edu)

*Also see: Medical Assisant AAS*



A member of Minnesota State

[AnokaTech.edu](http://AnokaTech.edu)