

Program Information

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.

Program Rationale

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.

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 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.

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

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](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 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

Wage information is available from the [Minnesota Department of Employment and Economic Development](http://mn.gov/deed/job-seekers/job-outlook/index.jsp) (http://mn.gov/deed/job-seekers/job-outlook/index.jsp).

Technical Education: 45 Credits

<input type="checkbox"/>	ADSC 1055	Electronic Health Records	2
<input type="checkbox"/>	EMED 1076	BLS for the Health Care Provider.....	1
<input type="checkbox"/>	HLTH 1000	Disease Conditions	2
<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 1400	Pharmacology I.....	2
<input type="checkbox"/>	MAST 1500	EKG	1
<input type="checkbox"/>	MAST 1600	Laboratory I	4
<input type="checkbox"/>	MAST 1700	Clinical Procedures I.....	3
<input type="checkbox"/>	MAST 2300	Medical Administrative II.....	2

<input type="checkbox"/>	MAST 2400	Pharmacology II.....	2
<input type="checkbox"/>	MAST 2600	Laboratory II.....	4
<input type="checkbox"/>	MAST 2700	Clinical Procedures II	3
<input type="checkbox"/>	MAST 2900	Externship.....	7
<input type="checkbox"/>	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:

<input type="checkbox"/>	BIOL 1106	Introduction to Biology.....	4
<input type="checkbox"/>	ENGL 1105	Composition I	4
OR			
<input type="checkbox"/>	ENGL 2105	Business and Technical Writing.....	4
<input type="checkbox"/>	PSYC 1405	Lifespan Development.....	4
OR			
<input type="checkbox"/>	PSYC 1505	General Psychology	4
<input type="checkbox"/>	SPCH 1120	Public Speaking	3
OR			
<input type="checkbox"/>	SPCH 1200	Interpersonal Communication	3

Start Dates

Fall Semester.....	August
Spring Semester	January

Faculty Contact

Lisa Sailor	763-576-4084
Stacy Wanovich	763-576-4132
Deb Lehev	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

Sample Program Sequence:

Full Time

	***Fall Semester	***Spring Semester	***Summer Semester
1 st YEAR	*ENGL 1105/21054	MAST 1200.....2	*PSYC 1405/15054
	HLTH 1000.....2	MAST 1300.....2	ADSC 1055.....2
	HLTH 1005.....4	MAST 1500.....1	TOTAL.....6
	HLTH 1040.....2	MAST 1600.....4	
	MATH 1020.....2	MAST 1700.....3	
	*SPCH 1120/12003	MAST 2300.....2	
	TOTAL.....17	TOTAL.....14	
2 nd YEAR	***Fall Semester	***Spring Semester	
	*BIOL 1106.....4	**MAST 2900.....7	
	EMED 1076.....1	TOTAL.....7	
	MAST 1400.....2		
	MAST 2400.....2		
	MAST 2600.....4		
MAST 2700.....3			
	TOTAL.....16		

*May be completed ahead of required semester plan.
 **All required course work must be successfully completed before participating in the externship.

