

**Program Information**

The Anoka Technical College Medical Assistant Associate of Applied Science (AAS) degree includes the accredited 37-credit diploma. This program 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).

Upon graduation, students will earn both an accredited diploma and the Associate of Applied Science (AAS) degree. The 27 credits of general education are Minnesota Transfer Curriculum (MnTC) courses for students who wish to continue advanced healthcare education.

**Program Learning Outcomes**

The goal of the Anoka Technical College Medical Assistant is to produce graduates who:

- 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.
- Successful completion of the AAS degree will provide transferable credits that allow students to continue their higher education.

**Admission Requirements****Successfully complete Accuplacer assessment requirement (2)**

- Score of 275 or higher on the Arithmetic portion of the NextGen Accuplacer or Anoka Tech Math 0801 with a grade of "B" or better or equivalent test score taken within the past 2 years.

- Score of 250 or higher on the Reading portion of the NextGen Accuplacer or ENGL 0102 or ENGL 0960 and READ 0900 or READ 0960 taken in the last three years or appropriate test score.

**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 Anoka Technical College Medical Assistant diploma program is accredited by the Commission on Accreditation of Allied Health Education Programs ([www.caahep.org](http://www.caahep.org)) upon the recommendation of the Medical Assisting Education Review Board (MAERB).

Commission on Accreditation of Allied Health Programs (CAAHEP): 9355 135th St N, #7709, Seminole, FL 33775; 727-210-2350; [www.caahep.org](http://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).

**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**

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

# Medical Assistant

Associate in Applied Science (AAS) Degree

## 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.

## Wages/Outlook/Advancement

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

## Start Dates

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

## MnTC General Education & Elective Courses

Students can choose [Minnesota Transfer Curriculum \(MnTC\)](#) and/or elective courses to add up to 23 credits. MnTC credits must be from three different goal areas and can be completed separate from or together with the technical credit requirements.

*Note: MnTC or elective credits are not listed in your program sequence plan. Please see your faculty advisor or enrollment services for help in planning when to complete your MnTC credits.*

- COMM 1055 Strengths and Wellness ..... 3
- PSYC 1406 General Psychology ..... 4
- PSYC 1506 Lifespan Development ..... 4
- SPCH 1200 Interpersonal Communication ..... 3
- SPCH 1500 Intercultural Communications ..... 3
- SOSC 1010 Introduction to Sociology ..... 3
- SOSC 2000 Sociology of Work ..... 4
- BIOL 1106 Principles of Biology ..... 4
- BIOL 2100 Anatomy & Physiology I..... 4
- BIOL 2200 Anatomy & Physiology II..... 4
- OR Elective course(s):
- EMED 1076 BLS for Healthcare Provider ..... 1
- HLTH 1110 ECG ..... 1

## 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>15</b> |
| <input type="checkbox"/> ENGL 1107 Composition I .....                                | 4         |
| <input type="checkbox"/> HLTH 1005 Anatomy and Physiology.....                        | 4         |
| <input type="checkbox"/> HLTH 1040 Medical Terminology.....                           | 2         |
| <input type="checkbox"/> MATH 1010 Dosage Calculations .....                          | 1         |
| <input type="checkbox"/> MnTC General Education Elective .....                        | 4         |
| <b>Second Semester</b> .....  | <b>16</b> |
| <input type="checkbox"/> MAST 1200 Medical Assistant Seminar .....                    | 2         |
| <input type="checkbox"/> MAST 1301 Medical Administrative for Medical Assistants... 4 |           |
| <input type="checkbox"/> MAST 1401 Introduction to Pharmacology .....                 | 2         |
| <input type="checkbox"/> MnTC General Education Elective .....                        | 8         |
| <b>Summer Semester</b> .....  | <b>7</b>  |
| <input type="checkbox"/> MnTC General Education Elective .....                        | 7         |
| <b>Third Semester</b> .....   | <b>16</b> |
| <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         |
| <input type="checkbox"/> MnTC General Education Elective .....                        | 4         |
| <b>Fourth 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 Lehw](#)..... 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)

*Also see: Medical Assistant Diploma*

