

*****REMEMBER TO REGISTER EARLY*****

Program Description

The Medical Assistant program is a 40-credit diploma program that prepares students for work in ambulatory care or medical office settings. The medical assistant is a multi-skilled professional with abilities in clinical, laboratory, and secretarial areas. This program includes coursework in communication, anatomy and physiology, medical office, laboratory, and clinical skills.

Program Outcomes

- Comply with safety and compliance procedures and policies
- Demonstrate organized work skills resulting in efficient time and material management and utilization
- Employ quality assurance techniques to monitor procedures, equipment, and competency
- Demonstrate specimen collection and processing practices employed in the medical assistant profession
- Model professional behaviors, ethics and appearance
- Perform mathematical functions required by medical assistants in medication preparation
- Perform information processing functions in the ambulatory care environment to include Electronic Medical Record functions
- Communicate verbally and in written format with colleagues and patients in a professional manner
- Perform administrative and clinical procedures according to standard operating procedures
- Relate basic biological, ethical, legal, and sociological principles to clinical facility and patient situations

Pre-Program Courses

Course	Course Title	Credits	Term
ADSC 1430	Business Computers/Microsoft Office	3	
ALTH 1410	Medical Terminology	1	
BIOL 1000	Human Body in Health and Disease	5	
or	or		
BIOL 1005	Introduction to Cell Biology	1	
and	and		
BIOL 1140	Human Anatomy and Physiology I	4	
and	and		
BIOL 1141	Human Anatomy and Physiology II	4	

Required Courses

Course	Course title	Credits	Term
ALTH 1440	Medical Ethics and Law	1	
FYE 1000	First Year Experience	1	
MEDA 1405	Medical Assistant Administrative Procedures I	3	
MEDA 1406	Medical Assistant Administrative Procedures II	3	
MEDA 1410	Medical Assistant Professionalism & Safety in Healthcare	1	
MLTN 1572	Phlebotomy Skills for Health Professionals	1	
PSYC 1135	Lifespan Developmental Psychology	3	
MEDA 1505	Medical Assistant Clinical Procedures I	2	
MEDA 1506	Medical Assistant Clinical Procedures II	3	
MEDA 1510	Pharmacology and Math for Medical Assistants	2	
MLTN 1518	Medical Laboratory Procedures	3	
COMM 1100	Introduction to Communication	3	
or	or		
COMM 1105	Interpersonal Communication		
or	or		
ENGL 1106	College Composition I		
MEDA 2417	Medical Assistant Externship	4	
MEDA 2420	Medical Assistant Certification Exam Review	1	

Total credits

40

Courses may require a prerequisite. Refer to the course outline or check with an advisor.

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Qualified applicants should be aware that program class sizes are limited, which may delay acceptance into the program.

General Education courses that are required may be taken prior to entering the program, as long as the specific prerequisites for that course have been met. Please check with your advisor. All courses in the program need to be completed with a grade of "C" or better to progress into the next semester.

Pre-program Requirements

Successful entry into this program requires a specific level of skill in the areas of English, mathematics, and reading. Program entry will depend, in part, on meeting the prerequisites listed below:

English/Reading:

- A score of 78 or higher on the reading comprehension portion of the CPT,
- OR completion of ENGL0950 or READ0950, which may **not** be taken concurrently with Semester I coursework,
- OR ENGL0955 or READ0955, which may **not** be taken concurrently with Semester I coursework,
- OR equivalent transfer course or higher

Mathematics:

- A score of 33 or higher on the Elementary Algebra skills portion of the CPT,
- OR completion of MATH0520, which may **not** be taken concurrently with Semester I coursework,
- OR its equivalent course or higher with a grade of "C" or better.

NOTE: You will need a recent physical examination including current immunizations and a current negative Tuberculosis (TB) screening. Current certification in American Heart Association BLS Healthcare Provider OR American Red Cross BLS/CPR for Healthcare Providers and First Aid is required for all clinical courses. ALTH1430 will satisfy this requirement. Background Study approval is required from the State of Minnesota/or Wisconsin. A national criminal background study is required by some clinical sites. Students assigned to a clinical site requiring a criminal background study will be informed of this requirement prior to the start of the clinical experience.

Program Accreditation

The Medical Assistant Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), upon recommendation of the Medical Assisting Education Review Board (MAERB).

[Commission on Accreditation of Allied Health Education Programs](#)

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For more information about the Medical Assistant Diploma including course descriptions, course prerequisites, the gainful employment disclosure, and potential career opportunities see the [program website](#) OR contact the [professional advising team](#) or 218-733-7601.



MINNESOTA STATE

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