Medical Assistant, Diploma - 40 credits
Program Area: Health (Fall 2023)

***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**

<table>
<thead>
<tr>
<th>Course</th>
<th>Course Title</th>
<th>Credits</th>
<th>Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADSC 1430</td>
<td>Business Computers/Microsoft Office</td>
<td>3</td>
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<tr>
<td>ALTH 1410</td>
<td>Medical Terminology</td>
<td>1</td>
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<tr>
<td>BIOL 1000 or BIOL 1005 and BIOL 1140 and BIOL 1141</td>
<td>Human Body in Health and Disease or Introduction to Cell Biology and Human Anatomy and Physiology I and Human Anatomy and Physiology II</td>
<td>5 or 1 or 4</td>
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**Required Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Course Title</th>
<th>Credits</th>
<th>Term</th>
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<tbody>
<tr>
<td>ALTH 1440</td>
<td>Medical Ethics and Law</td>
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<tr>
<td>MEDA 1405</td>
<td>Medical Assistant Administrative Procedures I</td>
<td>3</td>
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<tr>
<td>MEDA 1406</td>
<td>Medical Assistant Administrative Procedures II</td>
<td>3</td>
<td></td>
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<tr>
<td>MEDA 1410</td>
<td>Professionalism &amp; Safety in Healthcare</td>
<td>1</td>
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<tr>
<td>MLTN 1574</td>
<td>Collection Skills</td>
<td>2</td>
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<tr>
<td>PSYC 1135</td>
<td>Lifespan Developmental Psychology</td>
<td>3</td>
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<tr>
<td>MEDA 1505</td>
<td>Medical Assistant Clinical Procedures I</td>
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</tr>
<tr>
<td>MEDA 1506</td>
<td>Medical Assistant Clinical Procedures II</td>
<td>3</td>
<td></td>
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<tr>
<td>MEDA 1510</td>
<td>Pharmacology and Math for Medical Assistants</td>
<td>2</td>
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<tr>
<td>MLTN 1518</td>
<td>Medical Laboratory Procedures</td>
<td>3</td>
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<tr>
<td>COMM 1100 or COMM 1105 or ENGL 1106</td>
<td>Introduction to Communication or Interpersonal Communication or College Composition I</td>
<td>3</td>
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<td>MEDA 2417</td>
<td>Medical Assistant Externship</td>
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<tr>
<td>MEDA 2420</td>
<td>Medical Assistant Certification Exam Review</td>
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</table>

**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:**
- Eligible for ENGL 1106 – College Composition I, or
- Completion of ENGL/READ 0950/0955 (or equivalent or higher). ENGL/READ 0950/0955 may be not be taken concurrently with Semester I coursework.

**Mathematics:**

There are other ways to qualify. Visit Course Placement (lsc.edu/course-placement) to find out more.

**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
1361 Park Street
Clearwater, FL 33756
727-210-2350

For more information about the Medical Assistant Diploma including course descriptions, course prerequisites, program report, and potential career opportunities see the program website (https://degrees.lsc.edu/medical-assistant/) or contact the professional advising team (advising@lsc.edu) or 218-733-7601.

CIP Code: 51.0801
Minnesota State Program ID: 4192
LSC Major ID: 5639
Created: 3/1/05
AASC Approval: 04/01/2020
Updated: 2/1/2023

All courses in diploma and/or certificate programs are acceptable for credit toward Lake Superior College degree programs as indicated on individual program planners. This is not a contract; Lake Superior College reserves the right to change the planner as necessary. This document is available in alternative formats upon request, by contacting Disability Services or (218) 733-7650 or MRS/TTY (800) 627-3529.