



Medical Assistant, Diploma – 43 credits

Program Area: Health (Fall 2016)

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

Program Description

The Medical Assistant program is a 43-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			
ADSC1430	Microsoft Office	3	
ALTH1410	Medical Terminology	1	
BIO1000 OR BIOL1005 AND BIOL1140 AND BIOL1141	Human Body in Health and Disease OR Introduction to Cell Biology Human Anatomy and Physiology I Human Anatomy and Physiology II	5 1 4 4	
REQUIRED COURSES			
Course	Course Title	Credits	Term
ALTH1440	Medical Ethics and Law	1	
FYE1000	Student Success Seminar	1	
MEDA1405	Medical Assistant Administrative Procedures I	3	
MEDA1406	Medical Assistant Administrative Procedures II	3	
MEDA1410	Medical Assistant Professionalism & Safety in Healthcare	1	
MLTN1572	Phlebotomy Skills for Health Professionals	1	
PSYC1135	Lifespan Developmental Psychology	3	
MEDA1505	Medical Assistant Clinical Procedures I	2	
MEDA1506	Medical Assistant Clinical Procedures II	3	
MEDA1510	Pharmacology and Math for Medical Assistants	2	
MEDA1512	Electrocardiography/Pulmonary Function Testing for Medical Assistants	1	
MLTN1518	Medical Laboratory Procedures	3	
COMM1100 OR COMM1105 OR ENGL11106	Introduction to Communication OR Interpersonal Communication OR College Composition I	3	
MEDA2417	Medical Assistant Internship	4	
RADT1415	X-ray Operations for Allied Health	2	
MEDA2420	Medical Assistant Certification Exam Review	1	
TOTAL CREDITS		43	
Courses may require a pre-requisite. Refer to the course outline or check with an advisor.			

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 and/or Wisconsin.

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
www.caahep.org

For more information about the Medical Assistant Diploma including course descriptions, course prerequisites, the gainful employment disclosure, and potential career opportunities see program Website: https://degrees.lsc.edu/medical-assistant/?_sft_time=b-0-year&sort_order=title+asc OR contact advising at 218-733-7601 or pat@lsc.edu.



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