

Program Description

The Medical Assistant Program is designed to prepare students for career opportunities in the rapidly growing, high-demand field of health care support. Instruction is focused to enable graduates to perform clinical, laboratory, and administrative tasks to keep the offices of physicians, podiatrists, chiropractors, and other health care practitioners running smoothly.

Program Outcomes

By completing this program, students will achieve the following learning outcomes:

- Interact with patients, families, providers and healthcare team members in a respectful and caring manner;
- Apply administrative business and office procedures and implement medical documentation systems;
- Assist providers and healthcare team members in clinical procedures related to examination and treatment;
- Effectively use quality assurance requirements in performing clinical and laboratory procedures;
- Perform common diagnostic procedures under a licensed healthcare provider ensuring patient comfort and safety; and
- Demonstrate professional behaviors and attitudes consistent with delivery of safe, ethical, legal and compassionate patient care.

Program Admissions Requirements

American Heart Association Health Care Provider (CPR) certification is required before working with patients. Admission start date is Fall semester. A high school diploma or GED is required. Please contact the Admissions Department on the Brainerd or Staples campus for information or to apply to the program.

Program Accreditation

The Medical Assistant Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), on the recommendation of the Medical Assisting Education Review Board (MAERB). In addition, the program is also accredited by the American Medical Technologists.

Program Course Requirements

BIOL 1404	Human Biology (Goal 3).....	3 cr
HINS 1150	Introduction to Diagnosis Procedure Coding	3 cr
MEDA 1110*	Clinical Procedure I.....	3 cr
MEDA 1115*	Clinical Procedures II	3 cr
MEDA 1120	Laboratory Techniques I	3 cr
MEDA 1125*	Laboratory Techniques II	3 cr
MEDA 1128	Medical Terminology OR	
PNUR 1138	Medical Terminology.....	1 cr
MEDA 1130	Ethics and Issues.....	2 cr
MEDA 1132*	Phlebotomy	2 cr
MEDA 1135	Administrative Procedures I	3 cr
MEDA 1137*	Administrative Procedures II	2 cr
MEDA 1141	Disease Conditions	2 cr
MEDA 1142	Pharmacology.....	2 cr
MEDA 2150*	Medical Assistant Internship	5 cr
PNUR 1130	Life Span OR	1 cr
PSYC 2431	Human Development	3 cr
PNUR 1140	Medication Calculations	1 cr

GRADUATION REQUIREMENT - 39 CREDITS

**Denotes Prerequisites*

Course Prerequisites

Some courses may require appropriate test scores or completion of basic math, basic English and/or reading courses with a "C" or better. CLC utilizes a multiple measure approach for placement which may include high school MCA, SAT, ACT scores in addition to high school GPAs. For insurance purposes, internships may require that students be 18 years old.

Semester Course Requirements

Semester One First Year (19 credits)

BIOL 1404	Human Biology (Goal 3)	3 cr
MEDA 1110*	Clinical Procedure I	3 cr
MEDA 1120	Laboratory Techniques I	3 cr
MEDA 1128	Medical Terminology OR	
PNUR 1138	Medical Terminology	1 cr
MEDA 1130	Ethics and Issues	2 cr
MEDA 1132*	Phlebotomy	2 cr
MEDA 1135	Administrative Procedures I	3 cr
PNUR 1130	Life Span OR	1 cr
PSYC 2431	Human Development.....	3 cr
PNUR 1140	Medication Calculations	1 cr

Semester Two First Year (15 credits)

HINS 1150	Introduction to Diagnosis Procedure Coding	3 cr
MEDA 1115*	Clinical Procedures II.....	3 cr
MEDA 1125*	Laboratory Techniques II	3 cr
MEDA 1137*	Administrative Procedures II	2 cr
MEDA 1141	Disease Conditions.....	2 cr
MEDA 1142	Pharmacology	2 cr

Semester Three Summer First Year (5 credits)

MEDA 2150*	Medical Assistant Internship	5 cr
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Career Opportunities

According to the Department of Employment and Economic Development, the need for health care support workers to meet both short-term and long-term workforce needs is high. Medical assistants are multi-skilled individuals who are able to competently perform clinical and laboratory duties including collecting medical histories, taking and recording vital signs, explaining treatment procedures, preparing patients for examinations and x-rays, administering medications, removing sutures, changing dressings, sterilizing medical instruments, preparing examining room equipment and instruments, assisting the physician during examinations, preparing laboratory specimens, drawing blood, and performing basic laboratory tests. They may also perform duties that include answering phones, greeting patients, scheduling appointments, as well as other administrative duties. Upon successful completion of all coursework and a 225 hour clinical internship, students will prepare to sit for the national AAMA certification exam to become a Certified Medical Assistant (CMA) AAMA, or to sit for the national AMT certification exam to become a Registered Medical Assistant (RMA).

Graduation Requirements

In addition to the program requirements, students must meet the following conditions in order to graduate:

1. College Cumulative GPA Requirement: cumulative grade point average (GPA) of credits attempted and completed at CLC must be at least 2.0;
2. College Technical Core GPA Requirement: cumulative GPA of credits attempted and completed towards the technical core of the diploma or degree must be at least 2.0;
3. Residency Requirement: students must complete 25% of their credits at Central Lakes College.