

Medical Assistant

33-credit Technical Diploma

About the Program

Medical assistants perform routine administrative and clinical tasks to help keep a physician’s office running smoothly. Medical assistants may also work in offices of podiatrists, chiropractors or other healthcare practitioners. Prepare for this field by learning to take health histories, measure vital signs, perform laboratory tests, take electrocardiograms, administer medications and assume responsibility for office or clinic management.

Graduates are eligible to take the certification exam through the American Association of Medical Assistants to become a Certified Medical Assistant.

The WCTC technical diploma Medical Assistant program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the 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

Potential Job Titles

- Certified Medical Assistant
- Lab Assistant
- Medical Assistant
- Patient Care Assistant

Admission Process

- Fill out a WCTC application
- Send \$30 non-refundable application fee
- View online informational meeting
- Send high school transcript or GED/HSED
- Send any previous college transcripts
- Complete Skills Assessment test (COMPASS)
- Begin pursuing Financial Aid options
- Complete typing test with 30 words per minute and 95% accuracy
- Schedule a Program Planning Session (PPS) with program counselor

For more information, call
262.691.5200.

Required Courses		Credits
First Semester		
501-101	Medical Terminology	3
501-104	Healthcare Customer Service	2
501-107	Intro to Healthcare Computing	2
509-301	Medical Assistant Admin Procedures	1
509-302	Human Body in Health & Disease	3
509-303	Medical Assistant Lab Procedures 1	2
509-304	Medical Assistant Clinic Procedures 1	4
Total semester credits		17
Second Semester		
501-308	Pharmacology for Allied Health	2
509-305	Medical Assistant Lab Procedures 2	2
509-306	Medical Assistant Clinic Procedures 2	3
509-307	Medical Office Insurance and Finance	2
509-309	Medical Law/Ethics/Professionalism	1
509-310	Medical Assistant Externship	3
809-199	Psychology of Human Relations	3
Total semester credits		16
<p><i>A grade point of 2.0 (C) or better is required in all courses to complete the program. Curriculum is current as of catalog printing. The most current curriculum requirements for graduation will be provided upon admission to program, or review at www.wctc.edu.</i></p> <p><i>Program layout above represents a sample of how to navigate the program.</i></p>		

Medical Assistant Required Courses

501-101 Medical Terminology 3
 Develop an understanding of medical terminology by breaking related words into prefixes, root words, and suffixes. Practice the formation, analysis, and reconstruction of terms, and learn correct spellings, definitions, and pronunciations. Become familiar with the operative, diagnostic, therapeutic, and symptomatic terminology of all body systems, as well as systemic and surgical terminology.

501-104 Healthcare Customer Serv. 2
 Discuss the principles of customer service used by healthcare workers, including confidentiality, professionalism, and written and oral communication skills. Investigate healthcare systems, safety standards, and work force dynamics.

501-107 Intro to Healthcare Computing 2
 Become familiar with the basic computer applications used in contemporary healthcare settings, including common software packages, operating systems, file management, word processing, spreadsheets, databases, the Internet, and e-mail. Study the hardware and software components of modern computer systems.

501-308 Pharmacology for Allied Health 2
 Learn how to classify medications into correct drug categories and to use basic pharmacology principles. Apply the basic pharmacodynamics used in the identification, preparation, and administration of common medications.
 Prerequisites: 501-101 Medical Terminology and 509-302 Human Body in Health & Disease; and COMPASS-Numerical Skills or ASSET-Numerical Skills or TABE Advanced Math or ACT-Math or College Proficiency - Math; and 854-779 Math - Program Readiness

509-301 Medical Asst Admin Procedures 1
 Become familiar with the principles of office management and business administration as applied to the medical office. Learn to schedule appointments, file, keep records, perform telephone and reception duties, effectively communicate with patients and medical office staff, and use supply inventory processes.
 Prerequisites: 501-107 Intro to Healthcare Computing (or concurrent); or 106-366 Medical Keyboarding (or concurrent); or 106-110 Microcomputer Bus Apps I (or concurrent)

509-302 Human Body in Health & Disease 3
 Study normal body structure and function as well as the causes, signs, and symptoms of diseases of the major body systems, as well as the diagnostic procedures, usual treatment, prognosis, and prevention of common diseases.
 Prerequisites: 501-101 Medical Terminology (or concurrent) or 510-314 Language of Anatomy or 509-160 Medical Terminology or 509-361 Advanced Medical Terminology or 509-164 Adv Med Term (or concurrent) or 509-360 MED TERM; and COMPASS-Reading Skills or ASSET-Reading Skills or Accuplacer Reading Comprehensi or ACT-Reading or TABE Advanced Reading or COMPASS/ESL - Reading or College Proficiency - Reading; and COMPASS-Writing Skills or ASSET-Writing Skills or Accuplacer Sentence Skills or ACT-English or TABE Advanced Language or COMPASS/ESL - Grammar or College Proficiency - Writing; and 838-105 Intro Reading & Study Skills (or concurrent) or 831-103 Intro to College Writing (or concurrent) or 858-775 Reading - Program Readiness or 851-771 Writing-Program Readiness

509-303 Medical Asst Lab Procedures 1 2
 Examine the laboratory procedures commonly performed in a medical office setting. Perform routine lab procedures in the ambulatory care setting under the supervision of a physician. Follow laboratory safety requirements and federal regulations while performing specimen collection and processing, microbiology, and urinalysis testing.
 Prerequisites: 509-301 Medical Asst Admin Procedures (or concurrent); and 509-304 Medical Asst Clin Procedures 1 (or concurrent); and COMPASS-Reading Skills or ASSET-Reading Skills or Accuplacer Reading Comprehensi or ACT-Reading or TABE Advanced Reading or COMPASS/ESL - Reading or College Proficiency-Reading; and COMPASS-Writing Skills or ASSET-Writing Skills or Accuplacer Sentence Skills or ACT-English or TABE Advanced Language or COMPASS/ESL - Grammar or College Proficiency - Writing; and COMPASS-Numerical Skills or ASSET-Numerical Skills or TABE Advanced Math or ACT-Math or Accuplacer Arithmetic or College Proficiency - Math; and 838-105 Intro Reading & Study Skills (or concurrent) or 831-103 Intro to College Writing (or concurrent) or 854-779 Math-Program Readiness or 858-775 Reading - Program Readiness or 851-771 Writing-Program Readiness or 801-195 Written Communication

509-304 Medical Asst Clin Procedures 1 4
 Become familiar with the clinical procedures performed in the medical office setting. Explore the basic examining room skills of screening, checking vital signs, taking a patient history, assisting with minor surgery, and preparing a patient for routine and specialty exams in an ambulatory care setting.
 Prerequisites: 509-303 Medical Asst Lab Procedures 1 (or concurrent); and COMPASS-Reading Skills or ASSET-Reading Skills or Accuplacer Reading Comprehensi or ACT-Reading or TABE Advanced Reading or COMPASS/ESL - Reading or College Proficiency - Reading; and COMPASS-Writing Skills or ASSET-Writing Skills or Accuplacer Sentence Skills or ACT-English or TABE Advanced Language or COMPASS/ESL - Grammar or College Proficiency - Writing; and COMPASS-Numerical Skills or ASSET-Numerical Skills or TABE Advanced Math or ACT-Math or Accuplacer Arithmetic or College Proficiency - Math; and 838-105 Intro Reading & Study Skills (or concurrent) or 831-103 Intro to College Writing (or concurrent) or 854-779 Math-Program Readiness or 858-775 Reading - Program Readiness or 851-771 Writing-Program Readiness or 801-195 Written Communication

509-305 Med Asst Lab Procedures 2 2
 Perform phlebotomy, immunology, hematology, and chemistry laboratory procedures while under the supervision of a physician in an ambulatory care setting.
 Prerequisites: 509-303 Medical Asst Lab Procedures 1 and 509-306 Med Asst Clin Procedures 2 (or concurrent)

509-306 Med Asst Clin Procedures 2 3
 Learn to provide patient care in the medical office setting, including administering medications, performing an electrocardiogram, assisting with respiratory testing, educating patients, and maintaining clinical equipment in an ambulatory care setting.
 Prerequisites: 509-305 Med Asst Lab Procedures 2 (or concurrent)

509-307 Med Office Insurance & Finance 2
 Become familiar with health insurance and finance topics related to the medical office. Perform bookkeeping procedures, apply managed care guidelines, and complete insurance claim forms. Use medical coding and managed care terminology to perform insurance related duties.
 Prerequisites: 501-101 Medical Terminology and 501-107 Intro to Healthcare Computing and 509-302 Human Body in Health & Disease; or 510-314 Language of Anatomy and 106-157 Medical Keyboarding

509-309 Medical Law, Ethics & Profess 1
 Explore the concept of professionalism, and learn how to perform within ethical and legal boundaries in the health care setting. Practice maintaining confidentiality, examine legal aspects of medical records, perform risk management procedures, and examine legal and bioethical issues.

509-310 Medical Assistant Externship 3
 Integrate and apply knowledge and skills from all previous medical assistant courses in actual patient care settings. Perform medical assistant administrative, clinical, and laboratory duties under the supervision of trained mentors in order to effectively transition to the role of a medical assistant.
 Prerequisites: 509-305 Med Asst Lab Procedures 2 (or concurrent) and 509-306 Med Asst Clin Procedures 2 (or concurrent)

809-199 Psychology of Human Relations 3
 Examine the principles of interaction as applied to human relations at home and on the job. Explore topics such, as self concept personality development, learning, motivation, emotions, stress, human relations processes, and special relationships.
 Prerequisites: COMPASS-Reading Skills or 858-775 Reading - Program Readiness or 838-105 Intro Reading & Study Skills or TABE Advanced Reading or Accuplacer Reading Comprehensi or College Proficiency - Reading or Grandfathered Rdg Requirement or ACT-Reading