



Medical Assistant Program Supplemental Information

Mandatory program orientation session. Once you are admitted to the program, the program orientation session will be announced the term prior to your program start term. During this orientation session you will be registering for classes and meeting your program faculty to hear important program information.

Course Sequence and Delivery. This is a two-term program. During the first term the student completes the basic or foundational courses. MA groups start in the fall term and will complete 2 consecutive terms. Students are asked to remain within the cohort they started with.

Choices of cohort groups are:

Fall Day La Crosse: Fall/Spring (Graduate in April)

Fall Day Tomah: Fall/Spring (Graduate in April)

Note that the Clinical Procedures 1 and Medical Laboratory 1 courses must be taken at the same time. The same is true for Clinical Procedures 2 and Medical Laboratory 2 courses.

- If you have taken and passed Body Structure and Function or General Anatomy and Physiology with a grade of "C" or higher, you may test out of Human Body in Health and Disease. The fee for this is \$50.

The clinical experiences of the 2nd term are where the student applies classroom content in the actual patient care setting. The first part (10 weeks) of the term is spent in the classroom. The final five weeks of the term are completely blocked for clinical experience with the student at the clinic 40 hours each week. Clinical rotations are always daytime hours.

Reliable Transportation. You will need reliable transportation to complete the requirements of clinical. The program utilizes clinical sites in the La Crosse area and throughout the region. Students are responsible for their own expenses for transportation related to their clinical site assignments.

Clinical/Practicum. Students complete practicum experiences at a minimum of two sites. The two La Crosse and Onalaska clinics (Gundersen Health System and Mayo Clinic Health System-Franciscan Healthcare) are the primary clinical sites for the first part of the practicum experience, but numerous other clinics within the region are also used. All practicum experiences will be located in the Western Technical College district and will be unpaid. During the practicum term, courses are completed in the 10 weeks prior to the 5-week practicum experience at the end of the term. The Clinical/Practicum course is five weeks in length and students will spend eight hours a day, five days a week, when assigned to a clinical site.

Immunizations and TB testing will be required at the start of the second term. CPR (Healthcare Provider) is also required prior to your practicum experiences. . If Covid vaccines are required by a clinical partner, you will be notified. Due dates will be announced by your instructor.

National Certification. The American Association of Medical Assistants (AAMA) Certification Examination is offered following graduation and the application fee is \$125. The fee can be paid in the second term close to graduation. While this is not a license, certification is stressed as most clinics throughout the nation hire only Certified Medical Assistants (CMA).

Expenses in Addition to Textbooks for the Second Semester:

- Students will receive further information about the uniform requirements during the first week of school. A watch with a second hand will be required.
- A black uniform (\$20-\$30), fluid resistant lab coat (\$25), Western patch (\$6) and safety glasses (\$5) are required.
- The name badge is provided for each student at no additional cost.
- When you purchase your black uniform, you will also need to purchase white or black walking shoes.
- A dual head stethoscope is required. A dual head stethoscope will cost about \$20-\$50.
- While a blood pressure cuff is not required, many students find it very useful. This will cost about \$20-\$50.

Positive Background Check. A criminal and healthcare background check is required upon admission to the program. There is a cost of \$40 through Viewpoint screening for this service. It is very important that you be honest when completing the background check form. Some facilities may automatically refuse a student they perceive to be less than truthful on the form. ***If your background check reveals a past experience with the law, you will be asked to meet with the Associate Dean Juan Jimenez to discuss the results of the background check, and discuss difficulties that might arise from securing a field placement. You will be asked to read and sign the Disclosure of Possible Bar from Practicum Experiences waiver.*** Fieldwork sites have the right to refuse clinical placement to any student based on the background check results. If you are unable to secure a placement, you will not be able to graduate from the program. It will be your decision as to whether or not you will begin/continue in the program.

- **Arrests or Charges after Background Check Completed.** If you are arrested or have new charges following the completion of your background check, you must report them to Juan Jimenez, Associate Dean of the Medical Assistant program (608.785.9275), within five (5) working days. Failure to do so may result in dismissal from the program.

Immunizations. Immunizations and TB testing is required for this program. There will be a charge of \$20 to Viewpoint screening to provide tracking of your immunizations and TB tests. Vaccines can protect both you and the people you come in contact within your home, at work or in the community. Immunizations provide preventative measures to reduce your risk of contracting serious diseases that affect your health. To protect both you and your patients during your fieldwork courses, Western strongly suggests that you obtain a TB Test and the following immunizations after careful consultation with your healthcare provider regarding risks and side effects: TDap, MMR, varicella, Hep B, and influenza. Immunizations and TB testing will be required the second term prior to beginning clinical rotations.

Body Art and Piercings. In the Health & Public Safety Division, a student may display no body art or piercing that might be considered offensive. Most employment settings have policies that are generally broad; however, they do reserve the right to deny employment and student clinical/practicum/fieldwork placement if body art or piercings are found to be offensive to those in that setting.

- The wearing and displaying of jewelry in the health care or public safety setting is generally limited to wrist watches and wedding rings or small non-dangling earrings. The purpose of this limitation is related to infection control, safety and public perception of the employees while they are on duty.

Medical Assistant Program Occupational Risks

Medical Assisting is a profession with many rewards, as practitioners can perform both administrative and clinical services, filling several roles in a variety of healthcare environments. The Bureau of Labor Statistics clearly outlines that it is a growth field, with an anticipated 18% growth from 2020 to 2030. Medical Assistants work directly with providers and patients, with the goal of providing healthcare and ensuring patient safety. It is a position with a great deal of responsibility.

As with any healthcare position, there are certain occupational risks that come into play with being a medical assistant, and those hazards include the following:

- Exposure to infectious diseases
- Sharps injuries
- Bloodborne pathogens and biological hazards
- Chemical and drug exposure
- Ergonomic hazards from lifting, sitting, and repetitive tasks
- Latex allergies
- Stress

At the same time, there are protections set up with the Occupational Safety and Health Act (OSHA), and those protections are particularly important within a healthcare environment. OSHA has a series of standards that protect the safety of healthcare workers and patients. Accredited Medical Assisting programs are required to teach students about the hazards that they face on the job and the protocols that can be put into place to ensure a workplace culture that prioritizes safety.

Program Faculty. If you have specific questions about the program or your particular situation, please contact the MA program faculty directly.

Julie Czaplewski
Program Chair
608.789.6175
CzaplewskiJ@westernnc.edu

Melanie Winter
Instructor
608.789.6237
winterm@westernnc.edu

Kim Burkhalter
Instructor
608-789-6140
burkhalterk@westernnc.edu

Juan Jimenez
Associate Dean
608.785.9275
JimenezJ@westernnc.edu

Medical Assistant Curriculum Sequence

1st Term		
Course Number and Title	Session and Weeks	Credits
31509303 Medical Assistant Lab Procedures 1	Session 1 (7 weeks)	2.00
31509304 Medical Asst Clinical Procedures 1	Session 1 (15 weeks)	4.00
31509320 Medical Terminology for Medical Assistants	Session 1 (7 weeks)	2.00
31890300 Strengths Seminar	Session 1 (7 weeks)	1.00
31509302 Human Body in Health & Disease	Session 2 (7 weeks)	3.00
31509301 Medical Assistant Administrative Procedures	Session 2 (7 weeks)	2.00
	Total Credits	14

2nd Term		
Course Number and Title	Session and Weeks	Credits
31509305 Medical Assistant Lab Procedures 2	Session 1 (7 weeks)	2.00
31509306 Medical Assistant Clinical Procedures 2	Session 1 (10 weeks)	3.00
31509307 Medical Office Insurance & Finance	Session 1 (7 weeks)	2.00
31509308 Pharmacology for Allied Health	Session 1 (7 weeks)	2.00
31509309 Medical Law, Ethics and Professionalism	Session 1 (7 weeks)	2.00
31509310 Medical Assistant Practicum	Session 2 (7 weeks)	3.00
	Total Credits	14
	MA Program Total Credits	28