

Medical Assistant Program Western Technical College

Supplemental Information

- **Course Sequence and Delivery.** This is a two-term program. During the first term, the student completes the basic or foundational courses. The first term schedule can be modified to meet the student's needs. Some students may take two terms to complete the first term courses making the program a three term completion time. The program has a day and evening cohort. Students are asked to remain within the cohort they started with. 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. Taking general studies courses (English Comp 1, Digital Literacy, and Medical Terminology) ahead of core Medical Assistant courses will significantly help you succeed in the program.
 - 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 \$100.

The clinical experiences of the second 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.

January and September are currently the two starting times for Western's Medical Assistant Program. The September two-term start would follow the usual academic schedule with graduation in April. The students starting the two-term schedule in January would complete the program in December. An additional evening September start is a three term cohort which follows a fall, spring, and summer cohort ending in August.

- **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. While most days will begin at 8:00 a.m., some laboratory assignments may require 5:30 a.m. starts.

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. 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**
 - A **watch with a second hand** will be required the second week of classes. Students will receive further information about the uniform requirements during the first week of school. A **uniform, fluid resistant lab coat, Western patch** and **goggles** are required but these can be purchased during the first term. The uniform can be purchased at a local uniform store for about \$30. The nametag is provided for each student and an extra may be purchased for about \$5. The disposable fluid resistant lab coat, Western patch, and goggles can be purchased at Western's Campus Shop for about \$15. When you purchase your uniform, don't forget that you will need good **white or black walking shoes**.
 - A dual head **stethoscope** is required for second term. 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.** 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 Joan Miksis 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. If you want to continue your education beyond the associate degree, you should contact the appropriate state licensing board to ensure you are license- or certification-eligible.
- **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 Joan Miksis, 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.** Vaccines can protect both you and the people you come in contact with in 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 clients 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.
- **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

Robyn Zmyewski
Instructor
608.789.6237
zmyewskir@westernnc.edu

Jody Howell
Instructor
608.789.6140
HowellJ@westernnc.edu

Joan Miksis
Associate Dean
608.785.9275
MiksisJ@westernnc.edu

Medical Assistant Curriculum Sequence

First Term

P	I	B	Course Title	Credits
		•	31-509-301 Medical Assistant Administrative Procedures	2
		•	31-509-302 Human Body in Health and Disease	3
			31-509-303 Medical Assistant Laboratory Procedures 1	2
			31-509-304 Medical Assistant Clinical Procedures 1	4
•	•	•	10-501-101 Medical Terminology	3
•	•		10-801-136 English Composition 1 (pre/co to Human Body)	3
			Total	17

Second Term

P	I	B	Course Title	Credits
			31-509-305 Medical Assistant Laboratory Procedures 2	2
			31-509-306 Medical Assistant Clinical Procedures 2	3
		•	31-509-307 Medical Office Insurance and Finance	2
		•	31-509-308 Pharmacology for Allied Health	2
	•		31-509-309 Medical Law, Ethics and Professionalism	2
•	•		10-501-107 Digital Literacy for Healthcare	2
			31-509-310 Medical Assistant Practicum	3
			Total	16

Program Total = 33 Credits

P = can be taken prior to program acceptance

I = internet only classes

B = blended classes

Though this program is set-up for completion in two terms, it is possible to take the courses over three terms. The following would be the recommended course sequence. This allows for all pre-requisites and co-requisites to be taken first.

Medical Assistant Laboratory Procedures 1 must be taken at the same time as Medical Assistant Clinical Procedures 1. Also, Medical Assistant Laboratory Procedures 2 and the Medical Assistant Clinical Procedures 2 must also be taken at the same time.

Admission to the Medical Assistant Program is required for enrollment into any Medical Assistant courses beginning with #509. Human Body in Health and Disease can be taken one term prior to taking Medical Assistant Clinical Procedures 1 and Medical Assistant Laboratory Procedures 1.

P	I	B	First Term Course Title	Credits
•	•	•	10-501-101 Medical Terminology	3
		•	31-509-302 Human Body in Health and Disease	3
•	•		10-501-107 Digital Literacy for Healthcare	2
•	•		10-801-136 English Composition 1 (pre/co req to Human Body)	3
			Total	11

P	I	B	Second Term Course Title	Credits
		•	31-509-301 Medical Assistant Administrative Procedures	2
			31-509-303 Medical Assistant Laboratory Procedures 1	2
			31-509-304 Medical Assistant Clinical Procedures 1	4
	•		31-509-309 Medical Law, Ethics and Professionalism	2
			Total	10

Program Total = 33 Credits

P = can be taken prior to program acceptance

P	I	B	Third Term Course Title	Credits
			31-509-305 Medical Assistant Laboratory Procedures 2	2
			31-509-306 Medical Assistant Clinical Procedures 2	3
		•	31-509-307 Medical Office Insurance and Finance	2
		•	31-509-308 Pharmacology for Allied Health	2
			31-509-310 Medical Assistant Practicum	3
			Total	12

I = internet only classes

B = blended classes