



**2023-2024
NWKTC Catalog and Student Handbook**

Medical Assistant

Description: The Medical Assistant program provides students with the necessary job skills and related technical information to work as an assistant in a medical facility. Students will learn to perform clerical functions such as: scheduling and receiving patients; obtaining and maintaining patient data; completing insurance forms; medical transcription; telephone etiquette; arranging for hospital admission and laboratory services; billing; collection; and bookkeeping. Students will also learn the correct format for typing and keyboarding of letters, reports, and manuscripts.

The clinical functions students will learn to perform include: taking and recording vital signs and patient histories; performing height and weight measurements for infants through adults; screen visual acuity and color vision acuity; assisting with examinations, treatments and office surgery; collecting of specimens through venipuncture, and performing simple lab tests and electrocardiograms.

Students will also learn about sterilization procedures, instruments and equipment, disposal procedures for contaminated supplies, patient preparation procedures for X-ray and laboratory examination, drawing of blood, removing of sutures, and how to perform basic first aid and CPR procedures.

Degree/Certificates awarded:

AAS optional with completion of general education coursework
Tech Cert C

Accreditation/Certification:

The Northwest Kansas Technical College 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 St.
Clearwater FL, 33756
727-210-2350

Program Learning Outcomes:

Upon successful program completion, students will be able to:

1. Demonstrate professionalism.
2. Demonstrate ICD and CPT coding procedures.

3. Demonstrate phlebotomy and entry-level laboratory testing.
4. Comply with principles of aseptic techniques and infection control.
5. Demonstrate proficiency in medical office applications.
6. Prepare patients and assist physicians with medical procedures.
7. Perform reception and administrative duties.
8. Demonstrate knowledge of Pharmacology.
9. Apply ethical concepts in the field of medicine.
10. Demonstrate mathematical and reasoning skills.
11. Demonstrate effective reading, writing, speaking, listening, and time management skills.
12. Construct a resume.
13. Promote health and wellness through nutritional knowledge

Program Schedule:

Students will attend class from 7:00 a.m. – 2:30 p.m., Monday through Friday

Miscellaneous Notes:

The Medical Assistant students are required to complete 160 hours of non-monetary supervised clinical/laboratory/medical administrative hours.

Students in the Medical Assisting Program are required to register and pass either the Certified Medical Assistant examination through the American Medical Association of Medical Assistants or the Registered Medical Assistant examination through the American Medical Technologists.

Either certification will be required prior to the release of a Degree Award for the Certificate in Medical Assisting or the Associate Degree in Applied Science in Medical Assisting.

The Registrar’s office will release all documents upon receipt of notification from either Credentialing Board that the students have obtained applicable certification.

The Medical Assistant program is a one-year program. Students who wish to earn the AAS degree will need to complete an additional 10 credit hours as indicated on the program guide.

PROGRAM GUIDE

YEAR I: FIRST SEMESTER

Course #	Course Name	Credits
AL 140	Nutrition *Online	3
BA 215	Personal Finance (Required)	3
BIO 290	Anatomy & Physiology (Required)	5
MA 100B	Medical Professional Issues	2
MA 115A	Medical Terminology	3
MA 121	Patient Care I	3

MA 122	Medical Administrative Aspects	4
MA 145	Human Disease	1
SO 100	Student Success Seminar (Required)	1
YEAR I: SECOND SEMESTER		
Course #	Course Name	Credits
ENGL 110 or 112	English Composition I (Required)	3
MA 152	Insurance Billing & Coding	3
MA 160	Patient Care II	4
MA 173	Clinical Lab Diagnosis	5
MA 180	Pharmacology	3
MA 182	Pharmacology Administration	1
MA 185	Emergency Preparedness	1
MA 190A	Medical Assisting Practicum	6
ADDITIONAL CREDITS (AAS DEGREE)		
Course #	Course Name	Credits
ART 101	Art Appreciation Online (or General Education Elective)	3
MATH 105 or higher	Math (General Education)	3
	Elective credits	3
	Elective credits	2

COURSE DESCRIPTIONS

MA 100B MEDICAL PROFESSIONAL ISSUES

2 CR

This course focuses on the basic concept of professional practice of medicine and the role and function of the medical assistant. Students discuss the personal and professional characteristics and legal and ethical standard for medical assistants; explore professional and personal therapeutic communication, and address time management and goal setting.

MA 115A MEDICAL TERMINOLOGY

3 CR

The content of this course focuses on the introduction to medical terminology. Vocabulary is explored to structure of word, prefixes, suffixes, and root words. Emphasis is on proper usage pronunciation, spelling and definition of each of the structures commonly used in the medical field.

MA 121 PATIENT CARE I

3 CR

This course is an entry-level introduction to basic clinical skills necessary for the medical assistant. Basic patient interaction such as interviewing obtaining vital signs and assisting with basic physical exams and testing will be studied. First-Aid CPR and AED Certification is offered. Procedures for the administration of injections are also included.

MA 122 MEDICAL ADMINISTRATIVE ASPECTS

4 CR

Students will learn the necessary skills to prepare and edit medical office communication material and miscellaneous documents. Rules of punctuation, capitalization, and proper sentence structure will be addressed.

MA 130 FIRST AID & CPR

1 CR

This course introduces the basics of emergency first aid treatment. Topics include rescue breathing, CPR, first aid for choking and bleeding, and other first aid procedures. Upon completion, students should be able to demonstrate skills in providing emergency care for the sick and injured until medical help can be obtained. This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.

MA 145 HUMAN DISEASE

1 CR

This course will focus on diseases and disorders by body systems that are frequently diagnosed and treated in the medical office setting.

MA 150 PERSONAL AND COMMUNITY WELLNESS.

3 CR

This course is designed to provide the student with a working knowledge of concepts of individual and collective health and well-being. They will be taught fundamental, real-life applicable skills in order to build a foundation for health in their home as well as their community. The methods taught will give them a basis for real-life application of healthful eating and positive habits, as well as encouraging these qualities in their family and peers.

MA 152 INSURANCE BILLING & CODING

3 CR

Designed to educate the health team member with the mechanics of submission of electronic/paper insurance claim forms and current industry coding for medical office treatments and procedures.

MA 160 PATIENT CARE II

4 CR

Focus will be on expanding the knowledge gained in Patient Care 1. More complex, independent procedures performed by the medical assistant: Surgical procedures, physical therapy, and special patient exams will be explored.

MA 173 CLINICAL LAB DIAGNOSIS

5 CR

This course will introduce the principle vocabulary used by Medical Assistants in a variety of clinical lab settings. Students will be introduced the policies and procedures used when performing diagnostic tests (including a variety of CLIA waived tests) and EKG's.

MA 180 PHARMACOLOGY

3 CR

The course focus will be drug regulations legal classifications of drugs. The student will determine the effects of drug abuse and emergency drugs and supplies used in the medical office setting.

MA 182 PHARMACOLOGY ADMINISTRATION

1 CR

This pharmacology course is designed to inform Medical Assistants of the different drug classification. The student will learn the actions, side effects, clinical uses, and contraindications, adverse reactions and precautions of different

medications per classification. In addition the student will learn how to dispense medication, administer medications, and calculate medication dosage(s) and perform clinical tests.

MA 185 EMERGENCY PREPAREDNESS

1 CR

National disasters and their impact place challenges for the health care industry from emergency preparedness and response to the continuity of care. This course will focus on the types of natural disasters, the challenges associated with a natural disaster and the role of the medical assistant in a natural disaster.

MA 190A MEDICAL ASSISTING PRACTICUM

6 CR

Applied theory and practiced competencies introduced in the classroom provide each student with the opportunity to complete an externship practicum in a health care clinical setting. A supervised practicum of 160 unpaid contact hours in a healthcare setting, demonstrating the knowledge, skills, and behaviors of the MAERB Core Curriculum in performing clinical and administrative duties, must be completed prior to graduation. Evaluations are based on the student's preparation for duties active participation and professionalism. This experience contributes to the employability of the student.