

MEDICAL ASSISTANT, DIPLOMA

Medical Assistant, Diploma

Overview

Medical assistants help physicians examine and treat patients, as well as perform routine tasks needed to keep an office running efficiently. In small practices, medical assistants handle both clerical and clinical duties and report directly to the office manager or physician. Those employed in large practices tend to specialize in a particular area under the supervision of department administrators. Clerical duties may include patient scheduling, receptionist duties, medical record management, office correspondence, medical insurance procedures, and management of office accounts, fees, and collections. Clinical duties may include interviewing patients, patient education, taking vital signs, preparing patients for examination and assisting the physician during exams, performing routine laboratory testing and electrocardiography, sterilizing instruments, and administering medications.

Locations

Luverne

Students enrolling in the medical assistant program must possess a high school diploma or GED. Prior to participating in the clinical practicum, students must submit health information and evidence of valid CPR/First Aid certification. Successful completion of all required program courses and general education courses with a grade of C or better is necessary to graduate.

Students in the medical assistant program will undergo a background study as required by Minnesota law.

Graduates of the Minnesota West medical assistant program are eligible to earn certification by taking the American Association of Medical Assistant's Certification Exam.

Course Number	Course Title	Credits
ADSM 1120	Medical Office Procedures	4
BIOL 2245	Medical Terminology OR	2
HC 1180	Medical Terminology in Healthcare	2
ENGL 1101	Composition I	3
HC 1151	Body Structure & Function	3
HC 1290	Healthcare & Society	1
MDLT 1100	Introduction to Laboratory Sciences	3
MEDA 1105	Clinical Procedures I	3
STSK 0091	Basic Math (if needed)	(1)
	Fall Credits	19
	Spring	
HC1100	Nutrition	1
HC 2120	Disease Conditions	3
HIMC 1150	Introduction to Medical Coding, Billing & Insurance	3
MEDA 1135	Laboratory Skills	3
MEDA 2110	Clinical Procedures II	4
MEDA 2135	Pharmacology	3
EMS 1112	AHA CPR Healthcare Provider, AED First Aid Certification	1
	Spring Credits	18
	Summer	
MEDA 2139	Professional Integration	1
MEDA 2140	Medical Assistant Practicum	6
	TOTAL CREDITS	44

