



MEDICAL ASSISTING

The front line of medical care

“In my job I get to be on the edge of almost everything happening in healthcare.

The possibilities are endless for me with a degree in Medical Assisting from KVCC.”

Medical Assistants perform administrative and clinical tasks that help keep medical practices running smoothly. The training for a Medical Assistant is very diverse; Medical Assistants must know how to do everything from drawing blood to managing the ever-changing nature of healthcare paperwork.

What Medical Assisting graduates do:

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|-----------------------------------|---------------------------------------|
| Perform EKGs | Billing, coding, and insurance claims |
| Collect and process lab specimens | Maintain medical records |
| Assist in minor surgeries | Obtain vital signs |
| Administer injections | Arrange for hospital admission |

Students will learn:

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|-----------------------------------|----------------------------|
| Sterilization techniques | Emergency preparedness |
| Law/ethics surrounding healthcare | Medical records management |
| Infection control procedures | Pharmacology |
| Phlebotomy | Medical terminology |

Medical Assisting graduates work in:

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|--------------------------------|--------------------|
| Physicians' offices | Express care |
| Pediatric and family practices | Outpatient clinics |
| Women's health centers | Hospitals |



Accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) (www.caahep.org) 1361 Park Street, Clearwater, FL 33756 Phone 727-210-2350, upon recommendation of the Medical Assisting Education Review Board (MAERB), 20 N. Wacker Dr., Suite 1575, Chicago, IL 60606 Phone: 1-800-228-2262, Fax: 312-899-1259, Website: www.aama-ntl.org/endowment, Email: accreditation@aama-ntl.org

Program entry requirements:

To see the entrance requirements for this program, please visit the pages ahead, and visit www.kvcc.me.edu/adv/mas

For further questions about this program, please contact Ann Salisbury at:

mas@kvcc.me.edu

or go to:

www.kvcc.me.edu/mas



MEDICAL ASSISTING

Course #	Course Title	Credits	Prerequisites (Co-requisites)
Associate in Applied Science Degree			
<u>FIRST SEMESTER</u>			
__ __	BIO213 Anatomy and Physiology I.....	4	Min. Accuplacer reading score of 80, completion of LEAP seminar, or successful completion of a college level laboratory science course
__ __	COM104 Introduction to Communication OR		
__ __	COM105 Interpersonal Communication.....	3	
__ __	CPT117 Software Applications I.....	3	Computer ACCUPLACER score of 76 or greater, CPT018, or permission of instructor
__ __	MAS114 Medical Office Law and Ethics.....	3	
__ __	MAS121 Medical Terminology.....	3	
<u>SECOND SEMESTER</u>			
__ __	BIO214 Anatomy and Physiology II.....	4	Minimum grade of "C" in BIO213
__ __	ENG101 College Composition.....	3	Min. Accuplacer writing score of 74
__ __	MAS115 Clinical Procedures.....	3	BIO213, MAS114, MAS121 (BIO214, MAS117)
__ __	MAS116 Introduction to Professional..... Administrative Management	3	
__ __	MAS117 Clinical Lab.....	1	BIO213, MAS114, MAS121 (MAS115)
__ __	MAT113 Elements of Mathematics (or higher).....	3	Min. Accuplacer arithmetic score of 55
<u>THIRD SEMESTER</u>			
__ __	BIO216 Pathophysiology and Principles of..... Pharmacology for the Health Professional	3	BIO119, MAS121 or BIO214
__ __	MAS211 Insurance Coding for Medical Office.....	3	BIO214, MAS114, MAS116, MAS121 (BIO216)
__ __	MAS215 Advanced Clinical Theory.....	3	BIO214, MAS114, MAS115, MAS116, MAS117, MAS121 (BIO216, MAS217)
__ __	MAS217 Advanced Clinical Lab.....	2	BIO214, MAS114, MAS115, MAS116, MAS117, MAS121 (BIO216, MAS215)
__ __	PSY101 Introduction to Psychology.....	3	
__ __	_____ Humanities Elective.....	3	
<u>FOURTH SEMESTER</u>			
__ __	ENG108 Technical Writing.....	3	Min. Accuplacer writing score of 74
__ __	MAS212 Introduction to Health Insurance and..... Claims Processing	3	BIO214, MAS121, MAS211
__ __	MAS234 Clinical/Administrative Office Practicum.....	5	BIO216, MAS212, MAS215, MAS217
__ __	_____ General Education Elective.....	3	
	TOTAL CREDITS	64	

Criteria for Graduation

Students must complete 64 credits in the Medical Assisting program and achieve a minimum grade of "C" in all courses. Students must attain a final GPA of 2.0 or higher.