

# MEDICAL ASSISTING

## CERTIFICATE PROGRAMS AND ASSOCIATE IN APPLIED SCIENCE DEGREE

Medical Assistants perform administrative and clinical tasks that keep provider practices running smoothly. The education for a Medical Assistant is very diverse; Medical Assistants are trained professionals that are able to perform everything from direct patient care to the management of the ever-changing nature of healthcare administration.

The Medical Assisting Certificate Program at Kennebec Valley Community College is accredited by the Commission on Accreditation of Allied Health Education Programs ([www.caahep.org](http://www.caahep.org)) upon the recommendation of Medical Assisting Education Review Board (MAERB). Commission on Accreditation of Allied Health Education Programs, 25400 US Highway 19 North, Suite 158, Clearwater, FL 33756 Phone: 727-210-2350 [www.caahep.org](http://www.caahep.org)

"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."



## The front line of medical care



### What Medical Assisting graduates do:

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

### Career Opportunities:

- Provider Practices
- Express Care
- Specialty Practices such as: Pediatrics, Family Practice, Women's Health Centers, Cardiology, Obstetrics and Gynecology, Geriatrics, Hospitals, and Laboratories

For further questions about this program, please contact:

[mas@kvcc.me.edu](mailto:mas@kvcc.me.edu) or go to: [www.kvcc.me.edu/mas](http://www.kvcc.me.edu/mas)

## MEDICAL ASSISTING

COURSE #	COURSE TITLE	CREDITS	PREREQUISITES (CO-REQUISITES)
<b>Associate in Applied Science Degree</b>			
<i>First Semester</i>			
__ __	BIO119 Survey of Anatomy and Physiology I	4	Successful completion of a high school or adult education biology (within the past 5 years), or permission of instructor
__ __	MAS101 Introduction to Medical Assisting	3	
__ __	MAS102 Medical Terminology	3	
__ __	MAS110 Medical Documentation	3	(MAS101)
__ __	MAS115 Medical Assisting Clinical Theory	3	BIO213, MAS102 (BIO214, MAS114, MAS117)
__ __	MAS117 Medical Assisting Clinical Lab	1	BIO213, MAS102, MAS114 (MAS115)
<i>Second Semester</i>			
__ __	MAS114 Medical Office Law and Ethics	3	
__ __	MAS211 Insurance Coding for Medical Office	3	BIO214, MAS114, MAS116, MAS121 (BIO216)
__ __	MAS215 Advanced Medical Assisting Clinical Theory	3	BIO214, MAS101, MAS102, MAS114, MAS115, MAS117 (BIO216, MAS217)
__ __	MAS217 Advanced Medical Assisting Clinical Lab	2	BIO214, MAS101, MAS102, MAS114, MAS115, MAS117 (BIO216, MAS215)
__ __	MAS220 Pathophysiology/Pharmacology for the Medical Office	3	
<i>Summer Semester</i>			
__ __	MAS234 Clinical/Administrative Office Practicum	5	BIO216, MAS211, MAS215, MAS217
<i>Third Semester</i>			
__ __	BIO214 Anatomy and Physiology II	4	Minimum grade of "C" in BIO213
__ __	COM105 Interpersonal Communication	3	
__ __	ENG101 College Composition	3	Min. Accuplacer writing score of 74
__ __	_____ General Elective	3	
<i>Fourth Semester</i>			
__ __	ENG219 Business and Professional Writing	3	Minimum grade of "C" in ENG101 or ENG108
__ __	MAT114 Technical Math	3	Min. Accuplacer arithmetic score of 55
__ __	PSY101 Introduction to Psychology	3	
__ __	_____ Humanities Elective	3	
	Total Credits	61	

### CRITERIA FOR GRADUATION

Students must complete 61 credits in the Associate in Applied Science Degree and achieve a minimum grade of "C" in all courses. Students must attain a final GPA of 2.0 or higher.

Revised: December 11, 2017