

CERTIFICATE PROGRAMS AND ASSOCIATE IN APPLIED SCIENCE DEGREE

**The front line of
medical care**

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) 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

"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."

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 or go to: www.kvcc.me.edu/mas

MEDICAL ASSISTING

COURSE #	COURSE TITLE	CREDITS	PREREQUISITES (CO-REQUISITES)
Medical Office Specialist Certificate			
<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
__ __	MAS102 Medical Terminology	3	
__ __	MAS110 Medical Documentation	3	(MAS101)
__ __	MAS114 Medical Office Law and Ethics	3	
__ __	MOS101 Introduction to Medical Office Specialist I	3	
<i>Second Semester</i>			
__ __	MAS211 Insurance Coding for Medical Office	3	BIO214, MAS114, MAS116, MAS121 (BIO216)
__ __	MAS220 Pathophysiology/Pharmacology for the Medical Office	3	
__ __	MOS201 Medical Office Specialist II	6	BIO119, MAS102, MAS110, MAS114 (MAS211, MAS220)
	Total Credits	28	

CRITERIA FOR GRADUATION

Students must complete 28 credits in the Medical Office Specialist certificate program 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