

MEDICAL ASSISTING

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
DEPARTMENT CHAIR: ANN WALKER, 207-453-5005**

Medical Assisting Certificate

<i>First Semester</i>		MAS215	Advanced Medical Assisting Clinical Theory	3
BIO119	Survey of Anatomy and Physiology	4		
MAS101	Introduction to Medical Assisting	3	MAS217	Advanced Medical Assisting Clinical Lab 2
MAS102	Medical Terminology	3	MAS220	Pathophysiology/Pharmacology for the 3
MAS110	Medical Documentation	3		Medical Office
MAS115	Medical Assisting Clinical Theory	3	<i>Summer Semester</i>	
MAS117	Medical Assisting Clinical Lab	1	MAS234	Clinical/Administrative Office Practicum 5
<i>Second Semester</i>				Total Credits 36
MAS114	Medical Office Law and Ethics	3		
MAS211	Insurance Coding for Medical Office	3		

Associate in Applied Science Degree

<i>First Semester</i>		<i>Summer Semester</i>		
BIO119	Survey of Anatomy and Physiology OR BIO213 Anatomy and Physiology	4	MAS234	Clinical/Administrative Office Practicum 5
MAS101	Introduction to Medical Assisting	3	<i>Third Semester</i>	
MAS102	Medical Terminology	3	BIO 214	Anatomy and Physiology II 4
MAS110	Medical Documentation	3	COM105	Interpersonal Communication 3
MAS115	Medical Assisting Clinical Theory	3	ENG101	College Composition 3
MAS117	Medical Assisting Clinical Lab	1	_____	General Education Elective 3
<i>Second Semester</i>			<i>Fourth Semester</i>	
MAS114	Medical Office Law and Ethics	3	ENG219	Business and Professional Writing 3
MAS211	Insurance Coding for Medical Office	3	MAT111	Quantitative Methods 3
MAS215	Advanced Medical Assisting Clinical Theory	3	PSY101	Introduction to Psychology 3
MAS217	Advanced Medical Assisting Clinical Lab	2	_____	Humanities Elective 3
MAS220	Pathophysiology/Pharmacology for the Medical Office	3		Total Credits 61

CRITERIA FOR GRADUATION

Students must complete 36 credits in the Medical Assisting Certificate program, 61 credits in the Associate in Applied Science Degree program, and achieve a minimum grade of "C" in all courses. Students must attain a final GPA of 2.0 or higher.