MEDICAL ASSISTING

CERTIFICATE PROGRAMS AND ASSOCIATE OF 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) upon the recommendation of Medical Assisting Education Review Board (MAERB). Commission on Accreditation of Allied Health Education Programs, 9355 113th Street N, #7709, Seminole FL 33775
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."



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:

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

For further questions about this program, please contact: kvccadmissions@mainecc.edu

MEDICAL ASSISTING

Medical Assisting Certificate

First Semester

BIO119	Survey of Anatomy and Physiology	4
MAS101	Introduction to Medical Assisting	3
MAS102	Medical Terminology	3
MAS110	Medical Documentation	3
MAS115	Medical Assisting Clinical Theory	3
MAS117	Medical Assisting Clinical Lab	1

Second Semester

MAS114	Medical Office Law and Ethics	3
MAS211	Insurance Coding for Medical Office	3
MAS215	Advanced Medical Assisting Clinical Theory	3
MAS217	Advanced Medical Assisting Clinical Lab	2
MAS220	Pathophysiology/Pharmacology for the Medical Office	3

Summer Semester

MAS234	Clinical/Administrative Office Practicum	5

Total Credits **36**

Associate of Applied Science Degree

Certificate required for admission to Associate Degree.

First Semester

BIO214	Anatomy and Physiology II	4
COM105	Interpersonal Communication	3
ENG101	College Composition	3
PSY101	Introduction to Psychology	3

Second Semester

ENG219	Business and Professional Writing	3
MAT111	Quantitative Reasoning	3
PHI110	Intro to Contemp Ethics (H)	3
PSY215	Developmental Psychology (GE)	3

Total Credits **61**

CRITERIA FOR GRADUATION

Students must complete 36 credits in the Medical Assisting Certificate program, 61 credits in the Associate of 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. GE,H Suggested Electives. Please contact your advisor for more information.

MEDICAL ASSISTING

Certificates, Associate of Applied Science Degree

DESCRIPTION

The Medical Assisting program includes clinical and administrative experiences that are competency-based. During the final semester, students will work clinically alongside a provider in a medical practice performing clinical and administrative tasks. A Medical Assistant will have direct patient care, provide patient education, obtain, and test biological specimens, perform EKG's and assist the provider in minor office surgeries. Administrative management skills include the understanding of legal and ethical issues, confidentiality, billing and coding, scheduling appointments, referrals, and insurance claims processing.

PROGRAM MISSION

The mission of the Medical Assisting Program is to prepare students for employment in provider practices, specialty practices, express cares, clinics, hospitals and laboratories. The curriculum provides students with current knowledge in both clinical and administrative procedures. The program is committed to providing students with a foundation of knowledge, skills, and behaviors that will carry them into the work force and lifelong learning.

EDUCATIONAL OUTCOMES

To prepare medical assistants who are competent in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains to enter the profession.

Upon completion of the program all students will:

1. Be prepared and eligible for the American Association of Medical Assistants certification examination.

- Student Learning Outcome: Students will achieve passing grade on three mock certification exams which will be equal or greater than the national average for the first-time takers.

2. Demonstrate critical thinking and problem-solving skills within the boundaries of professional practice.
    - Student Learning Outcome: Students will gather factual information and apply it to a given problem.
    - Student Learning Outcome: Students will analyze logical connections among the facts relevant to a given situation.
3. Demonstrate effective communication with patients, families, and other health care professionals.
    - Student Learning Outcome: Students will demonstrate oral communication within a medical setting.
    - Student Learning Outcome: Students will demonstrate written communication skills within a medical setting.
4. Empathize and employ ethical principles by showing respect for diversity of culture, age, and gender.
    - Student Learning Outcome: Students will demonstrate empathy and respect for all patients.
    - Student Learning Outcome: Students will demonstrate ethical decision making within a medical setting.
5. Demonstrate technical proficiency on all skills necessary to fill the role as a medical assistant.
    - Student Learning Outcome: Students will demonstrate proficiency on all skills as a medical assistant.

COLLEGE ADMISSION

General admission guidelines can be found on page 34 in the catalog.

PROGRAM INFORMATION:

Criminal Background Checks
Applicants to certain programs need to note that a criminal background check will likely be required while enrolled in the program or as a condition of employment in the field. Certain internship and/or practicum sites, such as health care facilities, may limit or deny clinical privileges to those students who have a prior or current criminal record.

- Should a clinical facility refuse to permit a student to complete a clinical rotation based upon the student's criminal background check, the student may not be able to complete the program. In the event a student is denied placement at a clinical site, the College will likely be required to enter an academic dismissal from the program.
- Additionally, certain licensing boards may refuse to issue a license to practice based upon prior or current criminal offense(s). To learn more about whether the program or profession in which you are interested has such requirements or limitations, contact the appropriate Department Chair.

Finger Printing
Finger printing may be required by certain clinical or fieldwork placements. Students are responsible for the cost associated with securing fingerprints.

Infectious Diseases
Applicants who consider a career in Nursing or the Allied Health professions should be aware that during the course of their education and subsequent employment, they will be working in situations where exposure to infectious diseases is probable. This is an occupational risk for all health care workers. Persons should not become health care workers unless they recognize and accept this risk. Proper education and strict adherence to well-established infection control guidelines, however, can reduce the risk to a minimum. Thorough education in infection control procedures is an integral part of each health care program.

Exposure to Latex
Additionally, applicants should be aware that exposure to natural rubber latex (NRL) is likely. Individuals exposed to NRL products may develop allergic reactions such as skin rashes; hives; nasal, eyes, or sinus symptoms; and, rarely, shock.

Costs
Costs associated with required immunizations, criminal background checks, finger printing (when applicable) and admission testing are the responsibility of the applicant.

Drug Testing
Drug testing may be a requirement of clinical/fieldwork education sites. Students will be responsible for the cost of such testing if required by the site.

The **Medical Assisting** program technical standards have been developed to inform students of the nonacademic essential functions of the program and profession. Examples are not all inclusive.

Standard	Essential Function	Examples
Communication Oral / Written	• Skills sufficient to communicate information and ideas so others will understand • Skills sufficient to interact with individuals, families, and groups from a variety of social, emotional, cultural, and intellectual backgrounds • Ability to interpret nonverbal communication	• Legibly document relevant patient information (manual or via computer) using correct terminology and spelling • Interpret doctor's orders • Record patient responses to treatments • Establish rapport with patients, families, and other health care providers
Mobility / Motor Skills	• Motor skills sufficient to move the hands and use hands to grasp or manipulate objects, pinch with thumb or forefinger • Mobility sufficient to perform physical activities that require considerable use of arms and legs and moving the whole body • Mobility sufficient to reach above shoulder height • Mobility sufficient to bend and retrieve items below waist level • Ability to perform repetitive tasks	• Utilize delicate instruments with patients • Maneuver in confined spaces • Twist body to adjust equipment and obtain supplies in various positions • Physical activities may include: • Bending • Stooping • Lifting • Reaching • Kneeling • Crouching • Squatting
Physical Strength and Stamina	• Ability to stand for extended periods of time • Ability sufficient to lift and carry up to 50 pounds • Ability to support and assist patients • Ability to push 200 pounds	• Stand and walk up to 12-hour shifts • Lift and carry equipment • Assist patient in and out of a wheelchair and on/off an examination table • Push a patient weighing 200 pounds in a wheelchair
Sensory **• Sight** **• Sound** **• Taste** **• Touch** **• Smell**	• Visual skills sufficient to see details at close range and manipulate equipment • Visual skills sufficient to discriminate shapes and colors • Listening skills sufficient to communicate with others • Identify various sounds • Ability to touch and locate anatomy on patients to perform physical assessments • Ability to tolerate various odors • Visual ability for central and peripheral observation as necessary in operation of equipment and patient care	• Read accurately numbers, letters, and cursive writing on instruments, equipment, computer screens, and paper • Identify reagents and other materials such as laboratory media and the physical properties of various body fluids • Observe patient responses to treatment • Hear verbal communication from patients and other health care team members • Hear equipment/emergency alarms, call bell, or call for help • Listen to heart, lung, and blood pressure sounds • Feel for pulse • Differentiate between temperature and pressure variations • Work with patients with poor hygiene

Standard	Essential Function	Examples
Environmental / Occupational Exposure	• Exposure to communicable and infectious diseases, secretions, blood, and bodily fluids • Exposure to environmental hazards • Possible exposure to X-ray radiation • Ability to work under high stress situations and respond promptly • Ability to use personal protective equipment correctly	• Possible exposure to HIV, hepatitis, etc. • Exposure to X-ray radiation, medicinal preparations, latex, and toxic substances • Respond appropriately in emergency to maintain patient safety and care
Field or Industry Professional Standards	• Criminal background check • CPR certification • Adhere and follow the Medical Assisting Education Review Board technical standards	