



PURPOSE OF PROGRAM

Medical assistants are multi-skilled allied health professionals that can perform both administrative and clinical procedures in ambulatory medical settings. NMCC's two-year medical assisting program provides these skills to students.

Some of the skills taught throughout the program include managing electronic health records, coding, bookkeeping, medical insurance processing, obtaining vital signs, performing CLIA waived laboratory tests, performing EKGs, and collecting blood samples.

The curriculum consists of classroom instruction and skills laboratories. In the final semester, students spend 160+ hours in an off-campus supervised externship. When in this setting, students take the skills taught on campus and directly apply them in the ambulatory medical setting.

CAREER OPPORTUNITIES

Graduates of the medical assisting program will be competent medical assistants that can secure employment in medical offices or ambulatory clinics. In the State of Maine, medical assistants work under the direction of health care providers. Graduates of the program are eligible to sit for the Certified Medical Assistant (CMA) national certification exam administered by the American Association of Medical Assistants (AMMA).

The Medical Assisting Program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Medical Assisting Education Review Board.

NMCC is an equal opportunity/affirmative action institution and employer. For more information, please call 768-2791.

ADMISSIONS POLICY

Completion of a four-year high school program or a state high school equivalency certificate is required for admission into NMCC's medical assisting program. Applicants are required to have two years of high school math, including algebra I. High school biology and chemistry with labs or successful completion of BIO 114 is also recommended. A rolling admissions policy affords candidates the opportunity to apply and be accepted throughout the year, but early application (9-10 months prior to the school year) is recommended because of competition and strict enrollment capacities established for each program.

APPLICATION PROCEDURE

The following procedures constitute the admissions process:

1. An application form must be submitted accompanied by a nonrefundable \$20 application fee.
2. An official high school transcript must also be submitted (current seniors' transcripts should include completed ranking periods).
3. GED test scores must be submitted by applicants who are not high school graduates.
4. Official college transcripts must be submitted by applicants who have attended other colleges or post-secondary schools.
5. Placement testing or appropriate SAT scores, individual interviews and campus tours are required, in most cases, prior to being admitted.
6. A medical profile and completed health certificate. The U.S. Department of Labor indicates that the duties of general duty nurses require "medium" work. "Medium Work" is defined as "exerting 20 to 50 pounds of force occasionally, and/or greater than negligible up to 10 pounds of force constantly to move objects. Physical demands requirements are in excess of those for "Light Work." Individuals unable to perform the physical duties of a nurse are encouraged to carefully consider the appropriateness of this occupation/program.
7. Admission decisions are made as quickly as possible once a candidate's file is complete.
8. Accepted applicants are required to make a deposit within thirty days of acceptance. Students requesting on-campus housing are required to submit an additional deposit to reserve space in the residential complex.

MEDICAL ASSISTING

2015-2016 Curriculum

Associate in Applied Science Degree Program

| <u>First Semester</u> | C | L | CR |
|--|----------|----------|-----------|
| ◆ ALH 124 Health & Safety Compliance | 1 | 0 | 1 |
| ◆ BIO 120 Anatomy & Physiology I | 3 | 2 | 4 |
| CIS 105 Intro. to PC Operating Systems | 1 | 0 | 1 |
| CIS 113 Intro. to Micro. Applications | 3 | 0 | 3 |
| ENG 111 English Composition | 3 | 0 | 3 |
| ◆ MDA 110 Medical Assisting Office Procedures | 3 | 0 | 3 |
| SES 220 Medical Terminology | 3 | 0 | 3 |
| | 17 | 2 | 18 |
| <u>Second Semester</u> | | | |
| ◆ BIO 130 Anatomy & Physiology II | 3 | 2 | 4 |
| ◆ HIT 111 Medical Law & Ethics | 3 | 0 | 3 |
| ◆ HIT 115 Clinical App. Patho-physiology Pharmacology | 3 | 0 | 3 |
| ◆ MDA 111 Medical Assisting Procedures with Lab I | 2 | 2 | 4 |
| ◆ SES 124 Medical Insurance Procedure | 3 | 0 | 3 |
| | 14 | 4 | 17 |
| <u>Third Semester</u> | | | |
| MAT 125 College Algebra | 3 | 0 | 3 |
| ◆ MDA 211 Medical Assisting | 2 | 2 | 4 |
| PSY 101 General Psychology | 3 | 0 | 3 |
| ◆ SES 224 Electronic Health Records | 3 | 0 | 3 |
| ◆ SES 239 Medical Coding | 3 | 0 | 3 |
| | 14 | 2 | 16 |
| <u>Fourth Semester</u> | | | |
| ◆ MDA 223 Medical Assisting Externship | 1 | 12 | 5 |
| PSY 207 Developmental Psychology | 3 | 0 | 3 |
| Communications Elective | 3 | 0 | 3 |
| Humanities Elective | 3 | 0 | 3 |
| | 10 | 12 | 14 |
| TOTAL REQUIRED | | | 65 |

◆ *Major courses; a minimum grade of "C" or 2.0 required.*