



# MEDICAL ASSISTING



## SUCCESS BEGINS HERE

### PROGRAM PURPOSE

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, medical 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.

**Students gain hands-on experience in actual healthcare settings at local hospitals.**

### 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](http://www.caahep.org)) upon the recommendation of the Medical Assisting Education Review Board.*

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### 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. HiSET/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. Admission decisions are made as quickly as possible once a candidate's file is complete.
7. 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.

**High Demand Career!**

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# MEDICAL ASSISTING

2017-2018 Curriculum

## Associate in Applied Science Degree Program

<u>First Semester</u>		<u>C</u>	<u>L</u>	<u>CR</u>
◆ <b>ALH 124</b>	<b>Health &amp; Safety Compliance</b>	<b>1</b>	<b>0</b>	<b>1</b>
ALH 220	Medical Terminology	3	0	3
◆ <b>BIO 201</b>	<b>Anatomy &amp; Physiology I</b>	<b>3</b>	<b>2</b>	<b>4</b>
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
◆ <b>MDA 110</b>	<b>Medical Assisting Office Procedures</b>	<b>3</b>	<b>0</b>	<b>3</b>
		17	2	18
<u>Second Semester</u>				
◆ <b>BIO 211</b>	<b>Anatomy &amp; Physiology II</b>	<b>3</b>	<b>2</b>	<b>4</b>
◆ <b>HIT 111</b>	<b>Medical Law &amp; Ethics</b>	<b>3</b>	<b>0</b>	<b>3</b>
◆ <b>HIT 115</b>	<b>Clinical App. Pathophysiology &amp; Pharmacology</b>	<b>3</b>	<b>0</b>	<b>3</b>
◆ <b>MDA 111</b>	<b>Medical Assisting Procedures with Lab I</b>	<b>2</b>	<b>2</b>	<b>4</b>
◆ <b>MDA 124</b>	<b>Medical Insurance Procedure</b>	<b>3</b>	<b>0</b>	<b>3</b>
		14	4	17
<u>Third Semester</u>				
MAT 125	College Algebra	3	0	3
◆ <b>MDA 211</b>	<b>Medical Assisting</b>	<b>2</b>	<b>2</b>	<b>4</b>
◆ <b>MDA 212</b>	<b>Medical Coding</b>	<b>3</b>	<b>0</b>	<b>3</b>
◆ <b>MDA 224</b>	<b>Electronic Health Records</b>	<b>3</b>	<b>0</b>	<b>3</b>
PSY 101	General Psychology	3	0	3
		14	2	16
<u>Fourth Semester</u>				
◆ <b>MDA 223</b>	<b>Medical Assisting Externship</b>	<b>1</b>	<b>12</b>	<b>5</b>
PSY 207	Developmental Psychology	3	0	3
	Communications Elective	3	0	3
	Humanities Elective	3	0	3
		10	12	14
<b>TOTAL REQUIRED</b>		<b>65</b>		

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

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

**207-768-2785**

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