



# MEDICAL ASSISTING



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## 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. Submit an NMCC application along with a \$20 application fee.
2. Submit official high school transcript and/or HiSET/GED scores (current senior's transcript should include completed ranking period grades).
3. Official college transcripts for applicants who have attended other post-secondary schools.
4. If SAT scores are not available, placement testing will be required.
5. Individual interview required. A campus tour is highly recommended.

**Note: Criminal history record search will be completed by NMCC personnel. Prior criminal convictions may preclude**

***High Demand Career!***

***Questions contact:  
[admissions@nmcc.edu](mailto:admissions@nmcc.edu)***

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2019-2020 Curriculum

## Associate in Applied Science Degree Program

| <u>First Semester</u>  |  | <u>C</u> | <u>L</u> | <u>CR</u> |
|------------------------|--|----------|----------|-----------|
| ◆ ALH 124              | Health & Safety Compliance                   | 1        | 0        | 1         |
| ALH 220                | Medical Terminology                          | 3        | 0        | 3         |
| ◆ BIO 201              | 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          | <u>3</u> | <u>0</u> | <u>3</u>  |
|                        |  | 17       | 2        | 18        |
| <u>Second Semester</u> |  |          |          |           |
| ◆ BIO 211              | Anatomy & Physiology II                      | 3        | 2        | 4         |
| ◆ HIT 111              | Medical Law & Ethics                         | 3        | 0        | 3         |
| ◆ HIT 115              | Clinical App. Pathophysiology & Pharmacology | 3        | 0        | 3         |
| ◆ MDA 111              | Medical Assisting Procedures with Lab I      | 2        | 2        | 4         |
| ◆ MDA 124              | Medical Insurance Procedure                  | <u>3</u> | <u>0</u> | <u>3</u>  |
|                        |  | 14       | 4        | 17        |
| <u>Third Semester</u>  |  |          |          |           |
| MAT 116                | Quantitative Reasoning                       | 3        | 0        | 3         |
|                        | OR   |          |          |           |
| MAT 125                | College Algebra                              | 3        | 0        | 3         |
| ◆ MDA 211              | Medical Assisting                            | 2        | 2        | 4         |
| ◆ MDA 212              | Medical Coding                               | 3        | 0        | 3         |
| ◆ MDA 224              | Electronic Health Records                    | 3        | 0        | 3         |
| PSY 101                | General Psychology                           | <u>3</u> | <u>0</u> | <u>3</u>  |
|                        |  | 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                          | <u>3</u> | <u>0</u> | <u>3</u>  |
|                        |  | 10       | 12       | 14        |
| <b>TOTAL REQUIRED</b>  |  |          |          | 65        |

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

Key: C= Class Hours, L= Lab Hours, CR= Credit Hours

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

**207-768-2785**

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