

MEDICAL ASSISTING

CAREER OPPORTUNITIES

Graduates of the medical assisting program will be competent medical assistants who 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).



SUCCEED HERE

HIGH DEMAND FIELD!

Questions?

Contact:
admissions@nmcc.edu

APPLICATION PROCEDURE

The following procedures constitute the admissions process:

1. Submit an NMCC application.
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 may be required.
5. Meet with an Admissions Counselor.
6. A campus tour is highly recommended.

Note: Criminal history record search will be completed by NMCC personnel. Prior criminal convictions may preclude program admission or licensure.

PROGRAM PURPOSE

Medical assistants are multiskilled health professionals specifically educated to work in a variety of healthcare settings performing clinical and administrative duties. NMCC offers a one-year certificate in Medical Assisting and an Associate of Applied Science degree. Students are taught a variety of clinical and administrative skills practiced through classroom and hands on experience.

To graduate from the program, students are required to complete a 165 hour externship at an approved ambulatory healthcare setting. Students spend these hours directly applying the skills taught during the on campus classroom and laboratory instruction. Graduates of the program will be competent, entry level medical assistants and can be employed in many healthcare settings.

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MEDICAL ASSISTING Associate in Applied Science Degree Program

First Semester				C	L	CR
ALH	220	Medical Terminology		3	0	3
> BIO	114	Human Biology with Lab		3	2	4
> MDA	100	Introduction to Medical Assisting		1	0	1
> MDA	110	Medical Assisting Office Procedures		3	0	3
> MDA	112	Medical Assisting Procedures I with Lab		3	2	4
				13	4	15

Second Semester						
ENG	111	English Composition		3	0	3
MAT	116	Quantitative Reasoning		3	0	3
> MDA	125	Medical Insurance & Coding		3	0	3
> MDA	213	Medical Assisting Procedures II with Lab		3	2	4
				12	2	13

Summer Semester						
> MDA	223	Medical Assisting Externship		1	12	5

Third Semester						
> BIO	211	Anatomy & Physiology II with Lab		3	2	4
COM	221	Technical Communications		3	0	3
> MDA	224	Electronic Health Records		3	0	3
PSY	101	General Psychology		3	0	3
		Humanities Elective		3	0	3
				15	2	16

Fourth Semester						
> HIT	111	Medical Law & Ethics		3	0	3
> HIT	115	Clinical Applications Pathophysiology & Pharmacology		3	0	3
PSY	207	Development Psychology		3	0	3
		Elective		3	0	3
				12	0	12

Total Required 61

MEDICAL ASSISTING Certificate Program

First Semester				C	L	CR
ALH	220	Medical Terminology		3	0	3
> BIO	114	Human Biology with Lab		3	2	4
> MDA	100	Introduction to Medical Assisting		1	0	1
> MDA	110	Medical Assisting Office Procedures		3	0	3
> MDA	112	Medical Assisting Procedures I with Lab		3	2	4
				13	4	15

Second Semester						
ENG	111	English Composition		3	0	3
MAT	116	Quantitative Reasoning		3	0	3
> MDA	125	Medical Insurance & Coding		3	0	3
> MDA	213	Medical Assisting Procedures II with Lab		3	2	4
				12	2	13

Summer Semester						
> MDA	223	Medical Assisting Externship		1	12	5

Total Required 33



The Medical Assisting Certificate 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.

> Major courses; a minimum grade of "C" or 2.0 is required
Key: C= Class Hours, CR= Credit Hours, L= Laboratory

nmcc.edu

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

2022-2023