

MEDICAL ASSISTING



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PROGRAM PURPOSE

Medical assistants are multi-skilled allied health professionals that 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. 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 and medical offices.

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).



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.edu

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 may be required.
5. Individual interview required.
6. A campus tour is highly recommended.
7. Candidates must meet medical and immunization requirements prior to program admission.

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

High Demand Career!

Questions? Contact admissions@nmcc.edu

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MEDICAL ASSISTING

2021-2022 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	3	0	3
		<u>17</u>	<u>2</u>	<u>18</u>

<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	3	0	3
		<u>14</u>	<u>4</u>	<u>17</u>

<u>Third Semester</u>				
MAT 116	Quantitative Reasoning	3	0	3
OR				
MAT 125	College Algebra	3	0	3
◆ MDA 211	Medical Assisting Procedures with Lab II	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

TOTAL REQUIRED **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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