

Medical Assistant Technology

PROGRAM DESCRIPTION



Medical Assistants are multi-skilled allied health professionals specifically trained to work in ambulatory settings such as physician's offices, clinics and group practices, performing administrative and clinical procedures. Students are provided with extensive hands-on training in both entry-level and advanced medical assistant competencies in accordance with the Standards and Guidelines for the Accreditation of Educational Programs in Medical Assisting. Currently, graduates from the Associate in Applied Science Degree in Medical Assistant Technology program are eligible to sit for the American Association of Medical Assistants (AAMA) certification examination upon successful completion of the program. *Accreditation for the Certificate program is pending.*

Graduates must complete 37 credits in the Medical Assistant program and achieve a minimum grade of **C** in all courses to earn the Certificate. (Student must attain a final GPA of 2.0 or higher.)

The Associate in Applied Science Degree in Medical Assisting is accredited by the Commission on Accreditation of Allied Health Education Programs www.caahep.org upon the recommendation of Medical Assisting Education Review Board (MAERB). Commission on Accreditation of Allied Health Education Programs, 25400 U.S. Highway 19 North, Suite 158, Clearwater, FL 33763; 727-210-2350; www.caahep.org.

KEY LEARNING OBJECTIVES

To prepare competent entry-level medical assistants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains. Graduates of this program are expected to:

- Utilize and understand appropriate medical terminology.
- Apply a basic understanding of human physiology and anatomy in the role of a medical assistant.
- Demonstrate a basic understanding of the concepts of pharmacology and applied mathematics.
- Demonstrate a basic understanding of medical law and expected ethical behavior for individuals working in the healthcare field.
- Practice concepts of effective communication with patients, their families and the healthcare team.
- Demonstrate administrative competency in the following: administrative functions, basic practice finances, third party reimbursement, procedural and diagnostic coding, and legal implications.
- Demonstrate clinical competency in the following: fundamental procedures, specimen collection, diagnostic testing and patient care.
- Describe dietary nutrients and identify special dietary needs.
- Define and demonstrate infection control and protective practices.

PREREQUISITES

Certificate & AAS Degree:

high school level Algebra I and Biology with Lab required.



Programs of Study

Automotive
Building Construction
Business Management-Career Option
Business Management-Transfer Option
Business Management-Small Business
Career Studies
Computer Science-Coding Option
Computer Science-Networking Option
Criminal Justice
Culinary Arts
Diesel, Truck & Heavy Equipment
Digital Graphic Design
Early Childhood Education
Education-Career & Technical Ed
Education-Elementary Ed
Education-Secondary Ed
Electrical and Automation
Electricians Technology
Emergency Medical Services
Fine Woodworking & Cabinet Making
Fire Science
Hospitality and Tourism Management
Human Services
Liberal Studies
Medical Assistant
Medical Office-Coding Option
Medical Office-Health Care Secretary
Medical Radiography
Nursing
Plumbing
Refrigeration, Air Conditioning & Heating
Restaurant & Food Service Management
Surgical Technology
Trade & Technical Occupations
Welding

Admissions Office—EMCC

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Toll-Free: 800-286-9357 (in Maine)

FAX: 207-974-4683

Email: admissions@emcc.edu

www.emcc.edu

CRIMINAL BACKGROUND SCREENING

Individuals offered admission to the Medical Assistant program will be required to submit to a national criminal background screening, at a minimum cost of \$75 (may be higher), within 30 days of acceptance. Applicants who have engaged in any activity or behavior which may be considered abuse, neglect or exploitation of a minor or of an incapacitated or dependent adult, or who has been convicted of any crime involving fraud or dishonesty, or drugs, or for which imprisonment of one year or more has been imposed are urged to seek clarification regarding program completion requirements from the Director of Admissions.

MEDICAL ASSISTANT TECHNOLOGY Certificate

FIRST SEMESTER

BIO 127	Anatomy & Physiology I with Laboratory	4
BMT 113	Introduction to Medical Terminology	3
MAS 101	Introduction to Medical Assisting	1
MAS 111	Clinical Procedures I & Lab	4
MAS 121	Medical Office Procedures	3

SECOND SEMESTER

BIO 128	Anatomy & Physiology II with Laboratory	4
ENG 101	College Composition	3
MAS 201	Principles of Pharmacology	3
MAS 211	Clinical Procedures II with Laboratory	4
MAS 221	Insurance Coding for the Medical Office	3

SUMMER SEMESTER

MAS 231	Medical Assistant Externship**	5
TOTAL CERTIFICATE CREDITS		37

A.A.S. Degree Completion

ADDITIONAL COURSES

(All Certificate courses)		(37)
BCA 115	Introduction to Computer Applications	3
BIO 222	Pathophysiology	3
BMT 121	Medical Law and Ethics	3
ENG 215	Business and Technical Writing	3
PSY 101	Introduction to Psychology	3
PSY 231	Developmental Psychology	3
Elective Any course (100-level or higher)		3
Elective Any course (100-level or higher)		3
TOTAL AAS DEGREE CREDITS		61

**Most MAS courses are offered in both day and evening formats. However, in the final semester, the clinical portion of MAS 231 (practicum) is offered only during the day, Monday through Friday.

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for over 260 students.**



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offers tutoring services free of
charge to our students.**



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sponsors many on-
campus intramural
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