

# MEDICAL ASSISTING PROGRAM



**This program is pending approval from the Southern Association of Colleges and Schools Commission on Colleges.**

Students will not be admitted until this approval is received.

## Medical Assisting

A Medical Assistant is an integral member of the health care delivery team, qualified by education and experience to work in the administrative office (including knowledge in electronic medical records and paper-based records), the examining room and the physician office laboratory. The Medical Assistant, also a liaison between the doctor and the patient, is of vital importance to the success of the medical practice. An individual in this versatile career may perform the following clinical duties according to state law:

- Taking medical histories and recording vital signs
- Performing electrocardiograms and venipunctures
- Administering injections and immunizations
- Explaining treatment procedures to patients for examination
- Assisting the physician during examinations

Students who complete the MAI program and pass national credentialing exams may seek entry-level employment as a Certified Medical Assistant.

## Job Outlook

Employment of medical assistants is projected to grow 29 percent from 2016 to 2026, much faster than the average for all occupations. The growth of the aging baby-boom population will continue to increase demand for preventive medical services, which are often provided by physicians. As a result, physicians will hire more assistants to perform routine administrative and clinical duties, allowing the physicians to see more patients.

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One Community College Drive | Hazard, KY 41701 | (606) 436-5721 | [hazard.kctcs.edu](http://hazard.kctcs.edu)



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# MEDICAL ASSISTING PROGRAM

## ASSOCIATE IN APPLIED SCIENCE MEDICAL ASSISTING PROGRAM CURRICULUM

| Prerequisite           | Credits |
|------------------------|---------|
| Digital Literacy ..... | 3       |

### General Education

|   |              |
|---|--------------|
| MAT 110 Applied Mathematics .....                 | 3            |
| ENG 101 Writing I .....                           | 3            |
| Heritage/Humanities/Foreign Language Course ..... | 3            |
| PSY 110 General Psychology .....                  | 3            |
| BIO 135 Basic Anatomy & Physiology I OR.....      | 4            |
| BIO 137 Human Anatomy & Physiology I AND.....     | 4            |
| BIO 139 Human Anatomy & Physiology II.....        | 4            |
| <b>Subtotal</b> .....                             | <b>16-20</b> |

### Support Course

|   |            |
|---|------------|
| AHS 115 Medical Terminology .....               | 3          |
| CPR 100 CPR for Health Care Professionals ..... | 1          |
| <b>Subtotal</b> .....                           | <b>7-8</b> |

*NOTE: Credit for CPR 100 may be granted with proof of CPR certification for Health Care Professionals.*

### MAI Program Requirements

|  |              |
|--|--------------|
| MAI 105 Introduction to Medical Assisting .....              | 3            |
| MAI 120 Medical Assisting Laboratory Techniques I .....      | 3            |
| MAI 140 Medical Assisting Clinical Procedures I .....        | 4            |
| MAI 150 Medical Assisting Administrative Procedures I .....  | 3            |
| MAI 170 Dosage Calculations .....                            | 2            |
| MAI 200 Pathophysiology for the Medical Assistant .....      | 3            |
| MAI 220 Medical Assisting Laboratory Techniques II .....     | 3            |
| MAI 230 Medical Insurance .....                              | 3            |
| MAI 240 Medical Assisting Clinical Procedures II .....       | 4            |
| MAI 250 Medical Assisting Administrative Procedures II ..... | 3            |
| MAI 270 Pharmacology for the Medical Assistant.....          | 3            |
| MAI 289 Medical Assisting Assessment Preparation .....       | 1-2          |
| MAI 281 Medical Assisting Practicum I .....                  | 1            |
| MAI 284 Medical Assisting Externship .....                   | 2-3          |
| <b>Total Credits</b> .....                                   | <b>38-40</b> |

*\*Digital literacy competency as defined by KCTCS is required prior to enrolling in the first MAI course. This can be met with CIT 105 or completing the IC3 competency exam.*

*\*CPR certification for healthcare professionals is required prior to enrolling in MAI 105 and is required to be kept current throughout the program.*

## APPLICATION PROCESS

In order to be considered for admission to the Medical Assisting program, the following credentials must be on file in the Records Office **prior to June 15, 2018**, for the Fall 2018 class in order to be considered by the committee.

1. Application for admission to college.
2. Official High School transcripts or G.E.D. Scores
3. Transcripts of all post-secondary education or training.
4. Results of the ACT composite score report.
5. Pre-admission conference with the Director or designee is required prior to admission to the MAI program.

All students are responsible for verifying their file is complete prior to the admission deadline. If your file is not complete by the designated deadline, you will not be considered as an applicant for the MAI Program.

## CRITERIA FOR ADMISSION

Admission to the Medical Assisting program is open to all qualified students, regardless of economic or social status, and without discrimination on the basis of race, color, religion, sex, marital status, age, national origin, or handicap. Admission is granted to applicants with the highest index points. Preference may be given to the following:

1. Applicants with an ACT composite score of 19 or higher.
2. Applicants who have a cumulative GPA of 2.5 or better (4-point scale) in 10 hours of college credits applicable to the MAI program.
3. Applicants who are Kentucky residents or live within the college's service area

## ACCREDITATION

The Medical Assisting Program at Hazard Community and Technical College will be seeking accreditation by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), 25400 US Highway 19 N., Suite 158, Clearwater, FL 33763; Telephone: (727) 210-2350; Fax: (727) 210-2354; E-mail: mail@caahep.org; Website: <http://www.caahep.org>.

### Contact Information:

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