

BLUEGRASS COMMUNITY AND TECHNICAL COLLEGE

**Medical Assisting
Associate in Applied Science**

Academic Plan Code - 3099997017

Description:

A medical assistant is an integral member of the health care delivery team, qualified by education and experience to work in the administrative office, the examining room and the physician's laboratory. Individuals in this unique position will be involved in many of the following skills:

General: project a professional manner and image, adhere to legal and ethical principles, use medical terminology effectively, and use effective and correct verbal and written communication.

Administrative: schedule, coordinate and monitor appointments, perform telephone and written communications, arrange hospital admissions, manage medical records, process insurance claim forms, manage office financial records, and maintain inventory.

Clinical: prepare patient for examination procedures and treatment, record medical histories, take vital signs, chart patient information, administer medications and injections, provide patient instruction and education, perform venipunctures, collect and prepare other specimens, perform electrocardiograms (ECG), sterilize instruments, and perform basic laboratory tests.

With additional education, the medical assisting graduate may perform limited radiography.

The Medical Assistant is a vital liaison between the doctor and patient and plays an important role in diagnosis and treatment. The many different roles assumed in this profession assure a fast moving and challenging career.

Progression in the Medical Assisting program is contingent upon achievement of a grade of "C" or above in each required course and maintenance of a 2.0 cumulative grade-point average or above (on a 4.0 scale).

Clinical orientation and externship are "non-paid work assignments".

Transportation to the physician's offices/community agencies is the responsibility of each student.

Course Number	Course Title	Credit Hours
General Education Core		
MT 105/ MAT 121	Mathematics for Business OR	3
MT 110/ MAH 155	Applied Mathematics	(3)
BIO 135	Anatomy and Physiology with Lab	4
PY 110	General Psychology	3
ENG 101	Writing I	3
	Heritage/Humanities course	3
	Subtotal Credit Hours	16

Support Courses		
AHS 115	Medical Terminology OR	3
CLA 131	Medical Terminology from Greek & Latin OR	(3)
OST 103	Medical Office Terminology	(3)
CPR 100	CPR for Health Care Professionals	1
	Computer Literacy	3
	Subtotal Credit Hours	7
NOTE: General Education, Support Classes, and Prerequisites must be completed prior to Medical Assisting Core Classes		
Technical Core or Support Courses		
MAI 105	Introduction to Medical Assisting	3
MAI 120	Medical Assisting Laboratory Techniques I	2
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 OR	3
OST 104	Introduction to Medical Insurance	(3)
MAI 240	Medical Assisting Clinical Procedures II	4
OST 227	Medical Office Software	3
MAI 270	Pharmacology for the Medical Assistant	3
MAI 281	Medical Assistant Practicum	1
MAI 282	Medical Assistant Externship	3
	Subtotal Credit Hours	37
	Total Credit Hours	60-67
Recommended Electives – Total Hours (0-19)		
ENG 102	Writing II	3
COM 181	Basic Public Speaking	3
COM 252	Introduction to Interpersonal Communication	3
OST 101	Keyboarding	3
OST 106	Medical Transcription	3
OST 204	Medical Coding	3

**Medical Assisting Technology
Diploma**

Medical Assisting
Academic Plan Code – 079 362010

Course Number	Course Titles	Credit Hours
General Education Core		
CIS 100	Introduction to Computers OR	3
CIT 105	Introduction to Computing	(3)
(Computer literacy must be demonstrated either by		

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competency exam or by completing a computer literacy course.		
CPR 100	CPR for Health Care Professionals	1
ENG 101	Writing I OR	3
TEC 200	Technical Communications	(3)
OST 103	Medical Office Terminology OR	3
AHS 115	Medical Terminology OR	(3)
CLA 131	Medical Terminology from Greek & Latin	(3)
BIO 135	Anatomy and Physiology with Laboratory	4
Subtotal Credit Hours		14
Technical Core or Support Courses		
MAI 105	Introduction to Medical Assisting	3
MAI 120	Medical Assisting Laboratory Techniques I	2
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 OR	3
OST 104	Introduction to Medical Insurance	(3)
MAI 240	Medical Assisting Clinical Procedures II	4
OST 227	Medical Office Software OR	3
MAI 250	Medical Assisting Administrative Procedures II	(3)
MAI 270	Pharmacology for the Medical Assistant	3
MAI 281	Medical Assistant Practicum	1
MAI 282	Medical Assistant Externship	3
Subtotal Credit Hours		37
Total Credit Hours		49-52
Recommended - Electives Total Hours (0-9)		
OST 101	Keyboarding	3
OST 106	Medical Transcription	3
OST 204	Medical Coding	3

**Medical Assisting Technology
Certificates**

Medical Office Clinical Assistant
Plan Code - 5108013039

Course Number	Course Titles	Credit Hours
AHS 115	Medical Terminology OR	3
OST 103	Medical Office Terminology OR	(3)
CLA 131	Medical Terminology from Greek & Latin	(3)

CPR 100	CPR for the Healthcare Professional	1
BIO 135	Basic Anatomy & Physiology with Lab	4
MAI 120	Medical Assisting Laboratory Techniques I	2
MAI 140	Medical Assisting Clinical Procedures I	4
MAI 281	Medical Assistant Practicum	1
	Computer Literacy	3
Total Credit Hours		18

Medical Office Administrative Assistant
Plan Code - 5108013029

Course Number	Course Title	Credit Hours
AHS 115	Medical Terminology OR	3
OST 103	Medical Office Terminology OR	(3)
CLA 131	Medical Terminology from Greek & Latin	(3)
BIO 135	Basic Anatomy and Physiology with Lab	4
MAI 105	Introduction to Medical Assisting	3
MAI 150	Medical Assisting Administrative Procedures I	3
OST 227	Medical Office Software	3
MAI 281	Medical Assistant Practicum	1
	Computer Literacy	3
Total Credit Hours		20

Medical Office Insurance Billing and Coding
Plan Code - 5108013049

Course Number	Course Title	Credit Hours
AHS 115	Medical Terminology OR	3
OST 103	Medical Office Terminology OR	(3)
CLA 131	Medical Terminology from Greek & Latin	(3)
BIO 135	Basic Anatomy and Physiology with Lab	4
OST 104	Introduction to Medical Insurance OR	3
MAI 230	Medical Insurance	(3)
OST 227	Medical Office Software	3
MAI 282	Medical Assistant Practicum	1
	Computer Literacy	3
Total Credit Hours		17