

BLUEGRASS COMMUNITY AND TECHNICAL COLLEGE

**Medical Assisting
Associate in Applied Science**

Academic Plan Code - 3099997017

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		

(Courses are listed by category and not necessarily in the order to be taken)

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	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 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	38
	Total Credit Hours	60-68
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 competency exam or by completing a computer literacy		

BLUEGRASS COMMUNITY AND TECHNICAL COLLEGE

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	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 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	38
	Total Credit Hours	49-53

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

(Courses are listed by category and not necessarily in the order to be taken)

BIO 135	Basic Anatomy & Physiology with Lab	4
MAI 120	Medical Assisting Laboratory Techniques I	3
MAI 140	Medical Assisting Clinical Procedures I	4
MAI 281	Medical Assistant Practicum	1
	Computer Literacy	3
	Total Credit Hours	19

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 150	Medical Assisting Administrative Procedures I	3
MAI 230	Medical Insurance	(3)
OST 227	Medical Office Software	3
MAI 282	Medical Assistant Practicum	1
	Computer Literacy	3
	Total Credit Hours	20

Guidelines for Admission to
the Medical Assisting Program

Enrollment in the Medical Assisting Program may be limited because of available externship facilities in the community as well as limited faculty and financial resources.

BLUEGRASS COMMUNITY AND TECHNICAL COLLEGE

Technical Standards

The Medical Assistant specializes in the application of scientific knowledge and theory in the skillful performance of their profession. Therefore, all applicants should possess the following:

- 1) Sufficient gross and fine motor coordination to efficiently implement the skills required in performing medical assisting functions e.g., laboratory skills, patient ambulation, multitasking capabilities, and medication administration;
- 2) Sufficient communication skills (verbal, nonverbal, and written) to interact effectively with individuals;
- 3) Sufficient intellectual and emotional functions to plan and implement their duties in a responsible manner;
- 4) Sufficient visual acuity, such as is needed in the preparation and administration of medications in the performance of laboratory procedures, and for the observation necessary for patient assessment and care; and
- 5) Sufficient auditory perception to receive verbal communication from patients and members of the health team and to assess health needs of people through the use of monitoring devices such as stethoscopes, fire alarms, etc.

Program Placement

In the event that the number of applicants exceeds maximum capacity, a college admission committee will determine student selection. Selection of students for the program will be made by the president of the college or the president's designee after considering the recommendations of the Medical Assisting Admissions Committee. Membership on this committee may include the Medical Assisting program coordinator, a Medical Assisting faculty member, an Admissions Officer and/or a Counselor, and members of the general education faculty.

Admission Requirements

Each applicant must attend a medical assisting program advising conference and submit the following credentials to the BCTC Medical Assisting Program Coordinator by April 1, 2008, in order to be admitted:

- 1) Application for admission to the college;
- 2) Official high school transcript showing graduation or G.E.D. scores;
- 3) Official ACT (or SAT) or Compass scores; and
- 4) Official transcripts of previous college education.

Preference Categories

In the event that the number of applicants exceeds the maximum capacity, preference may be given to:

- 1) Applicants with an ACT composite standard score of 19 or above, or the equivalent.

(Courses are listed by category and not necessarily in the order to be taken)

- 2) Applicants who rank in the upper half of their high school graduating class or have an average score of 50 or above on the G.E.D.
- 3) Applicants who submit evidence of successful completion of developmental coursework and/or those who have a cumulative GPA of 2.5 or better in 12 or more credit hours of college work.
- 4) Applicants who are Kentucky residents or live within the college's service area.
- 5) Applicants who complete the admission procedure prior to established college deadlines.

Readmission

- 1) Readmission to the Medical Assisting program will be dependent upon available resources.
- 2) In order for a student to be considered for readmission to the Medical Assisting Program, the applicant must:
 - a.) submit a written request to the program coordinator at least one week prior to registration for the semester the student is requesting admission; and
 - b.) meet current guidelines for admission.
- 3) If three years or more have elapsed since the initial enrollment in the program, the student must repeat the Medical Assisting courses of the curriculum.
- 4) A student may be readmitted to the Medical Assisting program no more than two times.

Transfer

- 1) Students who wish to transfer from one Medical Assisting program to another will be considered on an individual basis.
- 2) Admission will be dependent upon resources at the college.
- 3) Students must meet all program admission requirements set by the college to which transfer is sought.

Program Completion Requirements

To qualify for Medical Assisting credentials, a student must earn a grade of "C" or better in all required courses