Washington County Community College
Calais, Maine
Discover Choices • Create Success

wccc.me.edu/programs

MEDICAL ASSISTING

PROGRAM **DESCRIPTION**

The **Associate of Applied Science in Medical Assisting** is an Accredited Associate Degree Program. The two-year program prepares medical assistants who are competent in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains to enter the profession. Medical assistants perform administrative and clinical duties in ambulatory care settings such as clinics, physician's offices, walk-in clinics and specialty practices. Duties include but are not limited to, preparing exam room, obtaining vital signs, greeting and scheduling patients, patient referrals, administering medications, and obtaining patient specimens.

The WCCC Medical Assisting Program is accredited by the **Commission on Accreditation of Allied Health Education Programs** upon the recommendation of the Medical Assisting Education Review Board (MAERB). More information about CAAHEP may be found at www.caahep.org.; 25400 U.S. Highway 19 North, Suite 158, Clearwater, FL 3376; 727-210-2350. Graduates are eligible to sit for the Certified Medical Assisting (CMA) examination or the Registered Medical Assistant (RMA) upon completion of the program.

According to the U.S. Bureau of Labor Statistics, "Employment of medical assistants is projected to grow twenty-nine percent from 2016 to 2026, much faster than the average for all occupations."

PROGRAM **OUTCOMES**

1. Demonstrate knowledge of medical relationships and effective communication skills among physicians, patients, and families while balancing ethical principles of health care law and standards.
2. Demonstrate dedication to the field of patient care with diverse administrative and clinical skills for a variety of patient care settings.
3. Exhibit behaviors of cultural awareness, empathy, and sensitivity appropriate for today's health care setting and patients.
4. Exhibit skills, knowledge, and performance to be prepared to meet medical assistant training needs specifically tailored to Washington County health care community while also meeting national standards.
5. Qualify for a variety of medical assisting health care positions and to be eligible for national exam.
6. AAMA — American Association of Medical Assistants, Certified Medical Assisting Exam (CMA)
7. AMT — American Medical Technologist, Registered Medical Assisting Exam (RMA)

Washington County Community College is an equal opportunity/affirmative action institution and employer. For more information; please call Tatiana Osmond, Affirmative Action Officer, at 454-1040

Apply Now!
Use this QR code or go to wccc.me.edu/apply.

The Medical Assisting program requires completion of the Student Disclosure of Criminal Convictions, Pending Criminal Charges and Certain Disqualifications. Completion of this form does not automatically deny admission to the program. Prospective applicants will meet with the Dean of Enrollment Management and Student Services to review information. The form can be found at wccc.me.edu/ admissions-aid/admissions/admission-forms-documents.

Medical Assisting Course Curriculum

Associate in Applied Science

64 Credit Hours

Course #	Required for Associate Degree Option	Credits
Semester 1		
ENG101	College Composition	3
FYE100	First Year Experience	1
CPT 140	Word Processing	3
MAT 106	College Mathematics for Technologies or higher	3
MDT 103	Introduction to Medical Assisting	3
MDT 125	Medical Terminology	3
	Total	16
Semester 2		
BUS 205	Business Communications	3
MDT 130	Medical Office Management	3
MDT 134	Medical Documentation	3
MDT 136	Clinical Office Procedures I	3
MDT 221	Insurance Coding and Billing	3
	Total	15
Semester 3		
BIO 130	Human Anatomy & Physiology	4
BUS 230	Supervisory Management	3
MDT 223	Phlebotomy and Infection Control	3
MDT 228	Introduction to Pharmacology	3
MDT 236	Clinical Office Procedures II & Lab	4
	Total	17
Semester 4		
MDT 240	Medical Assisting Capstone	3
MDT 245	Clinical Medical Cooperative Practicum	3
Elective	Elective	4
PHI 115	Ethics	3
PSY 101 or PSY 105	Introduction to Psychology or Human Relations	3
	Total	16

Processes by which students may perform clinical work while enrolled in the program: Students will perform simulated clinical work in the classroom by use of patient simulators, classroom role playing and case studies. Additional clinical work will be performed on real patients in a practicum/internship setting. A 165-hour Clinical Cooperative Practicum Course is a requirement of the medical assisting program. This is an up-paid practicum facilitated by the Practicum Coordinator and supervised by a Clinical Preceptor.

Minimum Standards: Successful completion of catalog program curricula offered by the college entitles the student to earn an associate degree in Medical Assisting. Minimum graduation standards are the following: Passing grade in all courses that are applied to program requirements, 2.0 grade point average (GPA) in college major and 2.0 cumulative GPA. In addition, WCCC Medical Assisting students are required to pass all cognitive, psychomotor and affective competencies with a grade of 80 or greater and pass all medical assisting courses (designated with an MDT prefix) with a grade of 80 or greater in order to graduate from the program.

Cost per credit hour is $96. For more information visit: https://wccc.me.edu/admissions-aid/finances/tuition-fees/
Financial Aid is available for students who qualify at www.FAFSA.Ed.Gov School Code: 009231

Visiting the campus is easy. Contact the Office of Admissions at 207-454-1000 or wcccadmissions@mainecc.edu to schedule a time to visit!
For more program specific information, please contact the program instructor Laurie Mahar, lmaharmsn@mainecc.edu