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
Prerequisit	eneral Education, Support Classes, and les must be completed prior to Medical lore 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
i		
Recommen	ded Electives – Total Hours (0-19)	
Recommen ENG 102	Writing II	3
Recommen ENG 102 COM 181	ded Electives – Total Hours (0-19) Writing II Basic Public Speaking	3 3
ENG 102	Writing II	
ENG 102 COM 181	Writing II Basic Public Speaking Introduction to Interpersonal	3
ENG 102 COM 181 COM 252	Writing II Basic Public Speaking Introduction to Interpersonal Communication	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 14 Technical Core or Support Courses MAI 105 Introduction to Medical Assisting 3 MAI 120 Medical Assisting Laboratory Techniques I Medical Assisting Clinical Procedures I MAI 150 Medical Assisting Administrative Procedures I MAI 170 Dosage Calculations 2 MAI 200 Pathophysiology for the Medical Assistant 3 MAI 220 Medical Assisting Laboratory Techniques II Mai 230 Medical Insurance OR 3 OST 104 Introduction to Medical Insurance (3) MAI 240 Medical Assisting Clinical Procedures I Gardinal Procedures I Mai 230 Medical Insurance OR 3 OST 104 Introduction to Medical Insurance (3) MAI 240 Medical Assisting Clinical Procedures I Medical Assisting Administrative Procedures II Mai 250 Medical Assisting Administrative Procedures II Mai			
ENG 101 Writing I OR 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 14 Technical Core or Support Courses MAI 105 Introduction to Medical Assisting 3 MAI 120 Medical Assisting Laboratory Techniques I Medical Assisting Clinical Procedures I MAI 150 Medical Assisting Administrative Procedures I MAI 200 Pathophysiology for the Medical Assistant 3 MAI 220 Medical Assisting Laboratory Techniques II Medical Assisting Laboratory Techniques I Medical Assisting Clinical Procedures I Mai 200 Pathophysiology for the Medical Assistant 3 MAI 220 Medical Assisting Laboratory Techniques II Medical Assisting Laboratory Techniques II Microduction to Medical Insurance (3) MAI 230 Medical Insurance OR 3 OST 104 Introduction to Medical Insurance (3) MAI 240 Medical Assisting Clinical Procedures II Medical Assisting Administrative Procedures II Medical Assis			
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 14 Technical Core or Support Courses MAI 105 Introduction to Medical Assisting 3 MAI 120 Medical Assisting Laboratory Techniques I Medical Assisting Clinical Procedures I MAI 150 Medical Assisting Administrative Procedures I MAI 170 Dosage Calculations 2 MAI 200 Pathophysiology for the Medical Assistant 3 MAI 220 Medical Assisting Laboratory Techniques II Medical Assisting Laboratory 3 MAI 230 Medical Assisting Laboratory 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 Medical Assisting Administrative Procedures II (3) Medical Assisting Administrative Medical Assisting Clinical Procedures II (3) Medical Assisting Clinical Procedures II (3) Medical Assisting Administrative Procedures II (3)			
OST 103 Medical Office Terminology OR AHS 115 Medical Terminology OR CLA 131 Medical Terminology from Greek & Latin BIO 135 Anatomy and Physiology with Laboratory Technical Core or Support Courses MAI 105 Introduction to Medical Assisting MAI 120 Medical Assisting Laboratory Techniques I MAI 140 Medical Assisting Clinical Procedures I MAI 150 Medical Assisting Administrative Procedures I MAI 200 Pathophysiology for the Medical Assistant MAI 220 Medical Assisting Laboratory Techniques II MAI 230 Medical Insurance OR OST 104 Introduction to Medical Insurance MAI 240 Medical Assisting Clinical Procedures I MAI 250 Medical Office Software OR Medical Assisting Clinical Procedures I MAI 250 Medical Assisting Clinical Procedures I MAI 250 Medical Assisting Clinical Procedures I Medical Assisting Clinical Procedures II Medical Assisting Administrative Procedures II Medical Assisting Administrative Procedures II Medical Assisting Administrative Procedures II			
AHS 115 Medical Terminology OR (3) CLA 131 Medical Terminology from Greek & Latin BIO 135 Anatomy and Physiology with Laboratory 14 Technical Core or Support Courses MAI 105 Introduction to Medical Assisting 3 MAI 120 Medical Assisting Laboratory Techniques I 4 MAI 140 Medical Assisting Clinical Procedures I 3 MAI 170 Dosage Calculations 2 MAI 200 Pathophysiology for the Medical Assistant Medical Assisting Laboratory Techniques II 3 MAI 220 Pathophysiology for the Medical Assistant 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 (3) MAI 250 Medical Office Software OR 3 Medical Assisting Administrative Procedures II (3)			
CLA 131 Medical Terminology from Greek & Latin BIO 135 Anatomy and Physiology with Laboratory Subtotal Credit Hours 14 Technical Core or Support Courses MAI 105 Introduction to Medical Assisting Medical Assisting Laboratory Techniques I MAI 140 Medical Assisting Clinical Procedures I MAI 150 Medical Assisting Administrative Procedures I MAI 170 Dosage Calculations MAI 200 Pathophysiology for the Medical Assistant MAI 220 Medical Assisting Laboratory Techniques II MAI 230 Medical Insurance OR OST 104 Introduction to Medical Insurance MAI 240 Medical Assisting Clinical Procedures II OST 227 Medical Office Software OR Medical Assisting Administrative Procedures II MAI 250 Medical Assisting Administrative Procedures II (3)			
BIO 135			
Technical Core or Support Courses MAI 105 Introduction to Medical Assisting MAI 120 Medical Assisting Laboratory Techniques I MAI 140 Medical Assisting Clinical Procedures I MAI 150 Medical Assisting Administrative Procedures I MAI 170 Dosage Calculations MAI 200 Pathophysiology for the Medical Assistant MAI 220 Medical Assisting Laboratory Techniques II MAI 230 Medical Insurance OR OST 104 Introduction to Medical Insurance II OST 227 Medical Office Software OR MAI 250 Medical Assisting Administrative Procedures II MAI 250 Medical Assisting Clinical Procedures Medical Assisting Clinical Procedures II OST 227 Medical Office Software OR Medical Assisting Administrative Procedures II (3)			
Technical Core or Support Courses MAI 105 Introduction to Medical Assisting 3 MAI 120 Medical Assisting Laboratory Techniques I 4 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 105Introduction to Medical Assisting3MAI 120Medical Assisting Laboratory Techniques I3MAI 140Medical Assisting Clinical Procedures I4MAI 150Medical Assisting Administrative Procedures I3MAI 170Dosage Calculations2MAI 200Pathophysiology for the Medical Assistant3MAI 220Medical Assisting Laboratory Techniques II3MAI 230Medical Insurance OR3OST 104Introduction to Medical Insurance II(3)MAI 240Medical Assisting Clinical Procedures II4OST 227Medical Office Software OR3MAI 250Medical Assisting Administrative Procedures II(3)			
MAI 105Introduction to Medical Assisting3MAI 120Medical Assisting Laboratory Techniques I3MAI 140Medical Assisting Clinical Procedures I4MAI 150Medical Assisting Administrative Procedures I3MAI 170Dosage Calculations2MAI 200Pathophysiology for the Medical Assistant3MAI 220Medical Assisting Laboratory Techniques II3MAI 230Medical Insurance OR3OST 104Introduction to Medical Insurance II(3)MAI 240Medical Assisting Clinical Procedures II4OST 227Medical Office Software OR3MAI 250Medical Assisting Administrative Procedures II(3)			
MAI 105Introduction to Medical Assisting3MAI 120Medical Assisting Laboratory Techniques I3MAI 140Medical Assisting Clinical Procedures I4MAI 150Medical Assisting Administrative Procedures I3MAI 170Dosage Calculations2MAI 200Pathophysiology for the Medical Assistant3MAI 220Medical Assisting Laboratory Techniques II3MAI 230Medical Insurance OR3OST 104Introduction to Medical Insurance II(3)MAI 240Medical Assisting Clinical Procedures II4OST 227Medical Office Software OR3MAI 250Medical Assisting Administrative Procedures II(3)			
MAI 120 Medical Assisting Laboratory Techniques I MAI 140 Medical Assisting Clinical Procedures I MAI 150 Medical Assisting Administrative Procedures I MAI 170 Dosage Calculations 2 MAI 200 Pathophysiology for the Medical Assistant MAI 220 Medical Assisting Laboratory Techniques II MAI 230 Medical Insurance OR OST 104 Introduction to Medical Insurance II OST 227 Medical Office Software OR MAI 250 Medical Assisting Administrative Procedures II (3) MAI 250 Medical Assisting Administrative Procedures II (3)			
MAI 140 Medical Assisting Clinical Procedures I MAI 150 Medical Assisting Administrative Procedures I MAI 170 Dosage Calculations Pathophysiology for the Medical Assistant MAI 200 MAI 200 Medical Assisting Laboratory Techniques II MAI 230 Medical Insurance OR OST 104 Introduction to Medical Insurance II OST 227 Medical Office Software OR Medical Assisting Administrative Procedures II (3)			
MAI 140 I MAI 150 Medical Assisting Administrative Procedures I MAI 170 Dosage Calculations 2 MAI 200 Pathophysiology for the Medical Assistant MAI 220 Medical Assisting Laboratory Techniques II MAI 230 Medical Insurance OR OST 104 Introduction to Medical Insurance Medical Assisting Clinical Procedures II OST 227 Medical Office Software OR MAI 250 Medical Assisting Administrative Procedures II (3)			
MAI 150 Medical Assisting Administrative Procedures I MAI 170 Dosage Calculations 2 MAI 200 Pathophysiology for the Medical Assistant MAI 220 Medical Assisting Laboratory Techniques II MAI 230 Medical Insurance OR OST 104 Introduction to Medical Insurance II OST 227 Medical Assisting Clinical Procedures II OST 227 Medical Assisting Administrative Procedures II (3) MAI 250 Medical Assisting Administrative Procedures II (3)			
MAI 150 Procedures I MAI 170 Dosage Calculations 2 MAI 200 Pathophysiology for the Medical Assistant MAI 220 Medical Assisting Laboratory Techniques II MAI 230 Medical Insurance OR OST 104 Introduction to Medical Insurance Medical Assisting Clinical Procedures II OST 227 Medical Office Software OR MAI 250 Medical Assisting Administrative Procedures II (3)			
MAI 170Dosage Calculations2MAI 200Pathophysiology for the Medical Assistant3MAI 220Medical Assisting Laboratory Techniques II3MAI 230Medical Insurance OR3OST 104Introduction to Medical Insurance(3)MAI 240Medical Assisting Clinical Procedures II4OST 227Medical Office Software OR3MAI 250Medical Assisting Administrative Procedures II(3)			
MAI 200 Pathophysiology for the Medical Assistant MAI 220 Medical Assisting Laboratory Techniques II MAI 230 Medical Insurance OR OST 104 Introduction to Medical Insurance MAI 240 Medical Assisting Clinical Procedures II OST 227 Medical Office Software OR MAI 250 Medical Assisting Administrative Procedures II (3)			
MAI 200 Assistant MAI 220 Medical Assisting Laboratory Techniques II MAI 230 Medical Insurance OR OST 104 Introduction to Medical Insurance Medical Assisting Clinical Procedures II OST 227 Medical Office Software OR MAI 250 Medical Assisting Administrative Procedures II (3)			
Techniques II MAI 230 Medical Insurance OR 3 OST 104 Introduction to Medical Insurance (3) MAI 240 Medical Assisting Clinical Procedures II OST 227 Medical Office Software OR 3 MAI 250 Medical Assisting Administrative Procedures II (3)			
Techniques II MAI 230 Medical Insurance OR 3 OST 104 Introduction to Medical Insurance (3) MAI 240 Medical Assisting Clinical Procedures II OST 227 Medical Office Software OR 3 MAI 250 Medical Assisting Administrative Procedures II (3)			
OST 104 Introduction to Medical Insurance (3) MAI 240 Medical Assisting Clinical Procedures II OST 227 Medical Office Software OR 3 MAI 250 Medical Assisting Administrative Procedures II (3)			
MAI 240 Medical Assisting Clinical Procedures II OST 227 Medical Office Software OR 3 MAI 250 Medical Assisting Administrative Procedures II (3)			
MAI 240 II 4 OST 227 Medical Office Software OR 3 MAI 250 Medical Assisting Administrative Procedures II (3)			
MAI 250 Medical Assisting Administrative Procedures II (3)			
MAI 250 Medical Assisting Administrative Procedures II (3)			
Procedures II (3)			
Pharmacology for the Medical			
MAI 270 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

11411 0040 010001000			
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

Medical Office Insurance Billing and Coding Plan Code - 5108013049

Total Credit Hours

Medical Office Software

Computer Literacy

Medical Assistant Practicum

OST 227

MAI 281

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

<u>Guidelines for Admission to</u> 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:

- 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;
- 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;
- 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 . Application deadline is at the conclusion of the spring semester (end of finals week) for acceptance in the class starting the following fall semester.

- 1) Application for admission to the college;
- 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.
- 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

- 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

- Students who wish to transfer from one Medical Assisting program to another will be considered on an individual basis.
- 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