



Medical Assisting (5108013049)

Certificate in Medical Office Insurance Billing and Coding

Program Coordinator: Ashley E. Jent

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Program Website: <https://bluegrass.kctcs.edu/education-training/program-finder/medical-assisting.aspx>

Student Name:

Student ID:

Students need to be at KCTCS placement levels for all courses

Pre-Admission Requirements & Special Instructions
<p>The Medical Assisting Program may be selective admissions based off the number of applicants and community resources available for the students to complete their Practicum and or Externship. Students must meet with the Medical Assisting Program Coordinator, Ashley E. Jent, prior to admission into Medical Assisting Program. ALL courses must be passed with a 'C' or higher.</p> <p>To sit for the national exam offered through the AAMA (American Association of Medical Assistants) to be awarded the credentials of CMA (Certified Medical Assistant) upon passing the national exam, the student has to hold a Diploma in Medical Assisting and would be encouraged to work towards this credential.</p>

First Semester	Credits	Term	Grade	Prereqs/Notes
BIO 135- Anatomy & Physiology with Lab	4			Student may take BIO 137 & BIO 139
AHS 115- Medical Terminology OR MIT 103- Medical Terminology	3			
MIT 104- Introduction to Medical Insurance	3			
Total Semester Credit Hours	10			

Second Semester	Credits	Term	Grade	Prereqs/Notes
MAI 150- Medical Assisting Administrative Procedures I	3			
MIT 227- Medical Office Software	3			MIT 217 is a co-requisite it DOES NOT have to be taken by Medical Assisting students.
Digital Literacy	3			
MAI 281- Medical Assisting Practicum	1			
Total Semester Credit Hours	10			

Note: 25% of Total Program Credit Hours must be earned at Bluegrass Community and Technical College.

Advisor Name: _____ **Advisor Signature:** _____

Student Name: _____ **Student Signature:** _____

Special Instructions:
<p>The Medical Assisting Diploma Program is accredited by: The Commission on Accreditation of Allied Health Education Programs (www.caahep.org) on the recommendation of the Medical assisting Education Review Board (MAERB).</p>