Maysville Community & Technical College

MEDICAL ASSISTING PROGRAM — CERTIFICATES

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MEDICAL OFFICE CLINICAL ASSISTANT

Academic Plan Code: 5108013039

Academic Program Code:

Course No.	Description		Credit Hours
Choose One			
AHS 115	Medical Terminology (preferred)	***or***	3
CLA 131	Medical Terminology from Greek & Latin	***or***	(3)
OST 103*	Medical Office Terminology	***or***	(3)
AHS 120	Medical Terminology		(1)
Choose One			
CPR 100	CPR for Healthcare Professional	***or***	1
KHP 190	First Aid & Emergency Care		(2)
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 Assisting Practicum		1
Choose One			
CIS 100	Introduction to Computers	***or***	3
OST 105*	Introduction to Information Systems	***or***	(3)
CPU 100	Introduction to Computers		(3)
Total Hours			**17-20**

MEDICAL OFFICE ADMINISTRATIVE ASSISTANT

Academic Plan Code: 5108013029

Academic Program Code:

Course No.	Description		Credit Hours
Choose One			
AHS 115	Medical Terminology (preferred)	***or***	3
CLA 131	Medical Terminology from Greek & Latin	***or***	(3)
OST 103*	Medical Office Terminology	***or***	(3)
AHS 120	Medical Terminology		(1)
BIO 135	Basic Anatomy & Physiology with Lab		(4)
MAI 105	Introduction to Medical Assisting		(3)
Choose One			
MAI 150	Medical Assisting Admin Procedures I	***or***	3
OST 217*	Medical Office Procedures		(3)
Choose One			
MAI 250	Medical Assisting Admin Procedures II	***or***	3
OST 227*	Medical Office Software		(3)
MAI 281	Medical Assisting Practicum		1
Choose One			
CIS 100	Introduction to Computers	***or***	3
OST 105*	Introduction to Information Systems	***or***	(3)
CPU 100	Introduction to Computers		(3)
Total Hours			

MEDICAL OFFICE INSURANCE BILLING & CODING

Academic Plan Code: 5108013049

Academic Program Code:

Course No.	Description		Credit Hours
Choose One			
AHS 115	Medical Terminology (preferred)	***or***	3
CLA 131	Medical Terminology from Greek & Latin	***or***	(3)
OST 103*	Medical Office Terminology	***or***	(3)
AHS 120	Medical Terminology		(1)
BIO 135	Basic Anatomy & Physiology with Lab		4
Choose One			
MAI 150	Medical Assisting Admin Procedures I	***or***	3
OST 217*	Medical Office Procedures		(3)
Choose One			
MAI 230	Medical Insurance	***or***	3
OST 104*	Introduction to Medical Insurance		(3)
Choose One			
MAI 250	Medical Assisting Admin Procedures II	***or***	3
OST 227*	Medical Office Software		(3)
MAI 281	Medical Assisting Practicum		1
Choose One			
CIS 100	Introduction to Computers	***or***	3
OST 105*	Introduction to Information Systems	***or***	(3)
CPU 100	Introduction to Computers		(3)
Total Hours			**18-20**

ELECTROCARDIOGRAPH TECHNICIAN

Academic Plan Code: 5108013079

Academic Program Code:

Course No.	Description		Credit Hours
Choose One			
AHS 115	Medical Terminology (preferred)	***or***	3
CLA 131	Medical Terminology from Greek & Latin	***or***	(3)
OST 103*	Medical Office Terminology	***or***	(3)
AHS 120	Medical Terminology		(1)
Choose One			
CPR 100	CPR for Healthcare Professionals	***or***	1
KHP 190	First Aid & Emergency Care		(2)
Choose One			
MAI 140	Medical Assisting Clinical Procedures I	***or***	4
MAI 240	Medical Assisting Clinical Procedures II		(4)
MAI 281	Medical Assisting Practicum		**1**
Total Hours			**7-10**

NOTES:

1. Minimum Scores

	Math	Reading	Writing
ACT	17	17	17
COMPASS	42 (pre-Algebra)	80	64

2. A grade of "C" or higher must be achieved in all certificate required courses.

*In Commission on Accreditation of Allied Health Education (CAAHEP) accredited Medical Assisting programs, OST/MIT courses must be taught by approved faculty and requirements according to CAAHEP standards & guidelines. The transfer of OST courses must be approved by the Medical Assisting coordinator at the specific college accepting credit.