

Medical Assisting

Medical Assisting Diploma

Somerset Community College
Program Overview

somerset.kctcs.edu

PROGRAM ADVISORS

Program Coordinator:
Debra Elam, Associate Professor
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Clinical Coordinator:
Tina Meier, Assistant Professor
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Upon Admittance

Proof of Hepatitis B immunization records

Prior to Clinical Rotation:

- CPR American Heart Association
- Physical exam (eye exam required)
- Undergo drug screening/background check as stipulated by the program
- Update immunization as required by the program: Proof of Tdap, TB, Influenza, MMR, Hepatitis B, proof of Varicella or vaccine
- Confirmation of KY Caregiver Misconduct Registry and KY Nursing website

PROGRAM DETAILS

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.

The Medical Assisting Program at Somerset Community College prepares graduates for work in the physician's office, outpatient clinics, and other ambulatory health care facilities. Graduates will be prepared to take the certification examination of the Registered Medical Assistant through American Medical Technologists.

Individuals in this unique position will be involved in many of the following skills:

- Prepare patient for examination procedures and treatment
- Perform vital signs including pulse oximetry
- Perform visual and hearing acuity
- Administer injections
- Perform venipunctures
- Perform electrocardiograms (ECG)
- Dress and bandage wounds
- Assist in minor office surgery
- Perform basic laboratory tests
- Sanitize, wrap and sterilize instruments
- Collect and prepare specimens
- Projecting a professional manner and image
- Adhere to legal and ethical principles
- Use medical terminology effectively
- Use effective and correct verbal and written communication
- Provide patient instruction and education
- Use Electronic Medical Records and Paper Based Medical Records
- Schedule, coordinate and monitor appointments
- Perform telephone and written communications
- Arrange hospital admissions
- Process insurance claim forms
- Maintain inventory
- Record medical histories

MEDICAL ASSISTING CREDENTIALS:

DIPLOMA:

- Medical Assisting (52-59 credit hours)

CERTIFICATE:

- Medical Office Administrative Assistant (18-24 credit hours)

Technical Standards

- Adequate visual acuity and auditory perception
- Sufficient strength, gross motor, and fine motor coordination
- Sufficient verbal and written communication skills

New Class Begins August

The Medical Assisting Program admits 30 students each fall that have met requirements. In the event the number of applicants who have met requirements exceeds capacity, a college admission committee will determine student selection. The application process begins early spring until the May 1 deadline or enrollment capacity is met.

Apply January - May 1
Application Deadline May 1

To Apply

- Contact a Program Advisor
- Apply early spring before May 1
- Complete application packet

Admissions Office

- Application for admission to SCC
- Official High School transcript or GED official report
- Transcripts of all post-secondary education or training
- Results of ACT scores or college testing required

Program Requirements

- Math ACT 17 or EdReady of 59 on file
- Contact a program advisor
- Application packet completed by May 1
- Letter of intent included
- No previous course work older than 5 years
- GPA 2.5 is desired or GPA of 2.0 or higher

The Medical Assisting program is located on SCC's Laurel Campus



SOMERSET
COMMUNITY COLLEGE

Medical Assisting

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Somerset Community College
Advising Planner

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REQUIRED COURSES FOR MEDICAL ASSISTING DIPLOMA

| | Credit |
|---|--------|
| 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 Admin Procedures OR | 3 |
| MIT 217 Medical Office Procedures | (3) |
| MAI 170 Dosage Calculations | 2 |
| AHS 115 *Medical Terminology OR | 3 |
| MIT 103 *Medical Office Terminology OR | (3) |
| CLA 131 *Medical Terminology from Greek to Latin | (3) |
| MAI 200 Pathophysiology for the Medical Assistant | 3 |
| MAI 220 Medical Assisting Lab Tech II | 3 |
| MAI 240 Medical Assisting Clinical Procedures II | 4 |
| MAI 270 Pharmacology for the Medical Assistant | 3 |
| MAI 250 Medical Assisting Admin Proc II OR | 3 |
| MIT 227 Medical Office Software | (3) |
| CPR 100 CPR for Healthcare Professionals OR | 1 |
| KHP 190 First Aid & Emergency Care | (2) |
| ENG 101 *Writing I. | 3 |
| TEC 200 *Digital Literacy OR | 3 |
| CIT 105 *Introduction to Computers | (3) |
| BIO 135 Basic Anatomy & Physiology OR | 4 |
| BIO 137 Human Anatomy & Physiology I AND | (4) |
| BIO 139 Human Anatomy & Physiology II (taken next semester) (4) | |
| MAI 230 Medical Insurance OR | 3 |
| MIT 104 Introduction to Medical Insurance | (3) |
| MAI 281 Clinical Orientation | 1 |
| MAI 284 Medical Assistant Externship | 3 |
| MAI 289 Medical Assisting Assessment Preparation | 2 |

TOTAL HOURS FOR DIPLOMA – 52 - 59

SEMESTER COURSE LISTING

SEMESTER ONE (18 HOURS)

MAI 105
MAI 120
MAI 140
MAI 150 **OR** MIT 217
MAI 170
AHS 115 **OR** MIT 103 **OR** CLA 131

SEMESTER TWO (17 HOURS)

MAI 200
MAI 220
MAI 240
MAI 270
MAI 250 **OR** MIT 227
CPR 100 **OR** KHP 190

SEMESTER THREE - SUMMER OR BEFORE (6 HOURS)

ENG 101
TEC 200 **OR** CIT 105

SEMESTER FOUR (13 - 17 HOURS)

BIO 135 **OR** BIO 137 **AND**
BIO 139 (Next semester)
MAI 230 **OR** MIT 104
MAI 281
MAI 284
MAI 289

TOTAL HOURS FOR DIPLOMA – 52 - 59

•Prefer this course completed prior to entering the program

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Notes: