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**Medical Assisting**

**Diploma**

**Program Coordinator: Ashley E. Jent E-mail:** **ashley.jent@kctcs.edu** **Phone: 859-246-6668**

[**Program Website**](https://bluegrass.kctcs.edu/education-training/program-finder/medical-assisting.aspx)

**Student Name: Student ID:**

***Students must meet college readiness benchmarks as identified by the Council on Postsecondary Education or remedy the identified skill deficiencies.***

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| **This is a Selective Admissions program.****All courses listed in First and Second Semesters are prerequisites to the Third Semester MAI courses.** |
| **First Semester** | **Credit****Hours** | **Term** | **Grade** | **Prerequisites** | **Notes** |
| BIO 135 Basic Anatomy and Physiology with Laboratory | 4 |  |  |  | BIO 137 and BIO 139 can replace BIO 135 |
| AHS 115 Medical Terminology OR MIT 103 Medical Office Terminology OR CLA 131 Med. Term. from Greek and Latin | 3 |  |  |  |  |
| ENG 101 Writing I | 3 |  |  |  |  |
| **Total Semester Credit Hours** | **10** |  |  |  |

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| **Second Semester** | **Cr. Hrs.** | **Term** | **Grade** | **Prerequisites** | **Notes** |
| MIT 104 Medical Insurance | 3 |  |  |  |  |
| MIT 227 Medical Office Software **\*\*** | 3 |  |  | AHS 115 or MIT 103 or CLA 131 | MAI students meet MIT 217 corequisite through MAI 150  |
| MAI 105 Introduction to Medical Assisting | 3 |  |  | Consent of MAI Coordinator |  |
| Digital Literacy | 3 |  |  |  |  |
| **Total Semester Credit Hours** | **12** |  |  |  |

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| **Third Semester** | **Cr. Hrs.** | **Term** | **Grade** | **Prerequisites** | **Notes** |
| MAI 120 Medical Assisting Laboratory Techniques I | 3 |  |  | Acceptance into MAI program |  |
| MAI 140 Medical Assisting Clinical Procedures I | 4 |  |  |  |
| MAI 150 Medical Assist Administrative Procedures I **\*\*** | 3 |  |  |  |
| MAI 170 Dosage Calculations | 2 |  |  | Consent of MAI Coordinator |  |
| MAI 200 Pathophysiology | 3 |  |  | BIO 135 and AHS 115 or MIT 103 or CLA 131 |  |
| **Total Semester Credit Hours** | **15** |  |  |  |

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| **Fourth Semester** | **Cr. Hrs.** | **Term** | **Grade** | **Prerequisites** | **Notes** |
| MAI 220 Medical Assisting Laboratory Techniques II **\*\*** | 3 |  |  | MAI 120 |  |
| MAI 240 Medical Assisting Clinical Procedures II **\*\***  | 4 |  |  | MAI 140 |  |
| MAI 270 Pharmacology for the Medical Assistant | 3 |  |  | MAI 170 and BIO 135 and AHS 115 / MIT 103 / CLA 131 |  |
| MAI 281 Medical Assisting Practicum | 1 |  |  | Consent of MAI Coordinator |  |
| MAI 284 Medical Assisting Externship | 2 |  |  |  |
| MAI 289 Medical Assisting Assessment Preparation | 1 |  |  |  |
| CPR 100 CPR for Healthcare Professionals | 1 |  |  |  | See note on back. |
| **Total Semester Credit Hours** | **15** |  |  |  |
| **Total Diploma Credit Hours** | **52** |  |  |  |

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| * **25% or more of Total Diploma Credit Hours must be earned at BCTC**
* **Cumulative GPA must be 2.0 or higher**
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**Graduation Requirements:**

**Advisor Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Advisor Contact \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| **Additional Information** |
| The Medical Assisting Program is 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 enrollment in the first MAI course. Students must earn a grade of C or better in each required course and maintain a 2.0 cumulative GPA.CPR certification for the healthcare provider must be obtained prior to enrolling in MAI 281 or MAI 284. Credit for CPR 100 may be granted if proof of CPR certification for Health Care Professionals is provided to the Registrar’s Office.**\*\* courses have \_OR\_ options that are not the preferred course for Medical Assisting Program-Program Coordinator consent required.**The Medical Assisting Diploma Program is accredited by: The Commission on Accreditation of Allied Health Education Programs ([www.caahep.org](http://www.caahep.org)) on the recommendation of the Medical assisting Education Review Board (MAERB). |

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| **Embedded Credentials** |
| Credential | Title | Requirements | Total Credit Hours |
| Certificate | Electrocardiograph Technician | AHS 115 or CLA 131 or MIT 103, BIO 135, CPR 100, MAI 140, MAI 281 | 13 |
| Certificate | Medical Office Administrative Assistant | AHS 115 or CLA 131 or MIT 103, BIO 135, MAI 105, MAI 150, MIT 227, MAI 281, Digital Literacy | 20 |
| Certificate | Medical Office Insurance Billing and Coding | AHS 115 or CLA 131 or MIT 103, BIO 135, MAI 150, MIT 104, MIT 227, MAI 281, Digital Literacy | 20 |

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| * **25% or more of Total Certificate Credit Hours must be earned at BCTC**
* **Grade of C or higher in each course required for certificate**
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**Certificate Requirements:**