[Medical Assisting](https://bluegrass.kctcs.edu/education-training/program-finder/medical-assisting.aspx)

Diploma

Coordinator: Ashley E. Jent ([ashley.jent@kctcs.edu](mailto:ashley.jent@kctcs.edu)) 859-246-6668

Student Name: Student ID:

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

NOTE: This is a Selective Admissions program. All courses listed in First and Second Semesters are prerequisites to the Third Semester MAI courses.

Semester 1

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Courses | Cr. Hrs. | Term | Grade | Prerequisites | Notes |
| BIO 135 Basic Anatomy and Physiology with Laboratory  (BIO 137 and BIO 139 can replace BIO 135) | 4 |  |  |  |  |
| 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 |  |  |  |  |
| Digital Literacy | 3 |  |  |  |  |
| Total Semester Credit Hours | 13 |  |  |  |  |

Semester 2

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Courses | Cr. Hrs. | Term | Grade | Prerequisites | Notes |
| MAI 105 Introduction to Medical Assisting | 3 |  |  | Acceptance into program |  |
| MAI 125 Medical Assisting Lab Techniques I | 2 |  |  | Acceptance into program |  |
| MAI 140 Med Assisting Clinical Procedures I | 4 |  |  | Acceptance into program |  |
| MAI 155 Admin Proc for the Med Assistant | 4 |  |  | Acceptance into program |  |
| MAI 170 Dosage Calculations | 2 |  |  | Acceptance into program |  |
| MAI 200 Pathophysiology | 3 |  |  | BIO 135 and AHS 115 or MIT 103 or CLA 131 |  |
| Total Semester Credit Hours | 18 |  |  |  |  |

Semester 3

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Courses | Cr. Hrs. | Term | Grade | Prerequisites | Notes |
| MAI 220 Medical Assisting Lab Techniques II | 3 |  |  | MAI 125 |  |
| MAI 240 Medical Assisting Clinical Procedures II | 4 |  |  | MAI 140 |  |
| MAI 270 Pharmacology for the Medical Assistant | 3 |  |  | MAI170, BIO135 and AHS 115 / MIT 103 / CLA 131 |  |
| MAI 281 Medical Assisting Practicum | 1 |  |  | Consent of MAI Coord. |  |
| MAI 284 Medical Assisting Externship | 2 |  |  | Consent of MAI Coord. |  |
| MAI 289 Medical Assist. Assessment Prep. | 2 |  |  | Consent of MAI Coord. |  |
| CPR 100 CPR for Healthcare Professionals  (See Additional Information) | 1 |  |  |  |  |
| Total Semester Credit Hours | 16 |  |  |  |  |
| Total Diploma Credit Hours | 47 |  |  |  |  |

**Graduation Requirements:**

* 25% or more of Total Diploma Credit Hours must be earned at BCTC.
* Cumulative GPA must be 2.0 or higher.

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

**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.
* 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).

**Embedded Credentials**

|  |  |  |  |
| --- | --- | --- | --- |
| Credential | Title | Requirements | Total Cr. Hours |
| Certificate | Electrocardiograph Technician | AHS 115 or CLA 131 or MIT 103, BIO 135, CPR 100, MAI 140, MAI 240, MAI 281 | 17 |
| Certificate | Medical Office Administrative Assistant | AHS 115 or CLA 131 or MIT 103, BIO 135, MAI 105, MAI 155, MAI 281 | 15 |
| Certificate | Medical Office Insurance Billing and Coding | AHS 115 or CLA 131 or MIT 103, BIO 135, MAI 155, MAI 281 | 12 |

**Certificate Requirements:**

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

*Reviewed by: Ashley E. Jent Effective Term: Spring 2022*

*Review Date: 9/15/2021*