

Maysville Community & Technical College
MEDICAL ASSISTING PROGRAM

Program Contact: Deanna Butler – Maysville Campus
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CERTIFICATES

Diana Reeder – Rowan Campus
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MEDICAL OFFICE INSURANCE BILLING & CODING

Academic Plan Code: 5108013049

Academic Program Code:

Course No.	Description	Credit Hours
<i>Choose One</i>		
AHS 115	Medical Terminology (preferred) <i>or</i>	3
CLA 131	Medical Terminology from Greek & Latin <i>or</i>	(3)
MIT 103*	Medical Office Terminology <i>or</i>	(3)
BIO 135	Basic Anatomy & Physiology with Lab <i>or</i>	4
BIO 137	Human Anatomy & Physiology I AND <i>or</i>	(4)
BIO 139	Human Anatomy & Physiology II <i>or</i>	(4)
<i>Choose One</i>		
MAI 150	Medical Assisting Admin Procedures I <i>or</i>	3
MIT 217*	Medical Office Procedures <i>or</i>	(3)
<i>Choose One</i>		
MAI 230	Medical Insurance <i>or</i>	3
MIT 104*	Introduction to Medical Insurance <i>or</i>	(3)
<i>Choose One</i>		
MAI 250	Medical Assisting Admin Procedures II <i>or</i>	3
MIT 227*	Medical Office Software <i>or</i>	(3)
MAI 281	Medical Assisting Practicum	1
<i>Choose One</i>		
CIT 105	Introduction to Computers <i>or</i>	3
MIT 105*	Introduction to Information Systems <i>or</i>	(3)
Total Hours		20-24

ELECTROCARDIOGRAPH TECHNICIAN

Academic Plan Code: 5108013079

Academic Program Code:

Course No.	Description	Credit Hours
BIO 135	Basic Anatomy & Physiology with Lab <i>or</i>	4
BIO 137	Human Anatomy & Physiology I AND <i>or</i>	(4)
BIO 139	Human Anatomy & Physiology II <i>or</i>	(4)
<i>Choose One</i>		
AHS 115	Medical Terminology (preferred) <i>or</i>	3
CLA 131	Medical Terminology from Greek & Latin <i>or</i>	(3)
MIT 103*	Medical Office Terminology <i>or</i>	(3)
<i>Choose One</i>		
CPR 100	CPR for Healthcare Professionals <i>or</i>	1
KHP 190	First Aid & Emergency Care <i>or</i>	(2)
<i>Choose One</i>		
MAI 140	Medical Assisting Clinical Procedures I <i>or</i>	4
MAI 240	Medical Assisting Clinical Procedures II <i>or</i>	(4)
MAI 281	Medical Assisting Practicum	1
Total Hours		17-22

MEDICAL OFFICE ADMINISTRATIVE ASSISTANT

Academic Plan Code: 5108013029

Academic Program Code:

Course No.	Description	Credit Hours
<i>Choose One</i>		
AHS 115	Medical Terminology (preferred) <i>or</i>	3
CLA 131	Medical Terminology from Greek & Latin <i>or</i>	(3)
MIT 103*	Latin Medical Office Terminology <i>or</i>	(3)
BIO 135	Basic Anatomy & Physiology with Lab OR <i>or</i>	4
BIO 137	Human Anatomy & Physiology I AND <i>or</i>	(4)
BIO 139	Human Anatomy & Physiology II <i>or</i>	(4)
MAI 105	Introduction to Medical Assisting	(3)
<i>Choose One</i>		
MAI 150	Medical Assisting Admin Procedures I <i>or</i>	3
MIT 217*	Medical Office Procedures <i>or</i>	(3)
<i>Choose One</i>		
MAI 250	Medical Assisting Admin Procedures II <i>or</i>	3
MIT 227*	Medical Office Software <i>or</i>	(3)
MAI 281	Medical Assisting Practicum	1
<i>Choose One</i>		
CIT 105	Introduction to Computers <i>or</i>	3
MIT 105*	Introduction to Information Systems I <i>or</i>	(3)
Total Hours		20-24

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.
3. Credit for CPR 100 may be granted with proof of CPR certification for Healthcare Professionals.

*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.