



## PROGRAM PURPOSE

Medical assistants are multi-skilled health professionals specifically trained to work in a variety of healthcare settings, performing both clinical and administrative duties. NMCC offers a one-year certificate in medical assisting as well as an Associate of Applied Science degree. Students learn a range of clinical and administrative skills through both classroom instruction and hands-on experience.

To graduate from the program, students must complete a 165-hour externship at an approved ambulatory healthcare setting. During this externship, students apply the skills they have learned in the classroom and laboratory. Graduates of the program will be competent, entry-level medical assistants, capable of working in various healthcare settings.

## CAREER OPPORTUNITIES

Graduates of the medical assisting program will be competent medical assistants who secure employment in medical offices or ambulatory clinics. In the State of Maine, medical assistants work under the direction of healthcare providers.

Graduates of the program are eligible to sit for the Certified Medical Assistant (CMA) national certification exam administered by the American Association of Medical Assistants (AAMA).

This program equips you with essential skills. As a certified medical assistant, you'll play a crucial part in patient care, from taking vital signs and assisting with examinations to managing patient records and coordinating appointments. With a growing demand for healthcare professionals, this certificate opens doors to numerous job opportunities and career advancement.

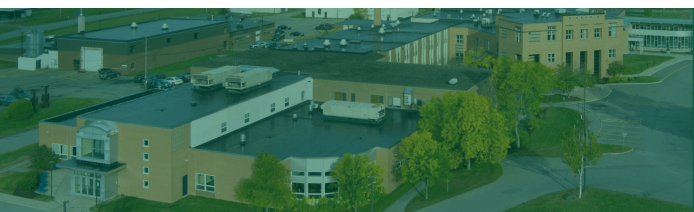


## APPLICATION PROCEDURE

*The following procedures constitute the admissions process:*

- 1 Submit an NMCC application.  
Submit official high school transcript and/or HiSET/GED scores (current senior's ranking period grades).
- 2
- 3 Official college transcripts for applicants who have attended other post-secondary schools.
- 4 If SAT scores are not available, placement testing may be required.
- 5 Meet with Admissions Counselor.
- 6 A campus tour is highly recommended.

*Note: Criminal history record search will be completed by NMCC personnel. Prior criminal convictions may preclude program admission and licensure.*



## GET IN TOUCH

207-768-2785

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33 Edgemont Drive  
Presque Isle, ME 04769

## MEDICAL ASSISTING

2024-2025

### Associate in Applied Science Degree Program

First Semester				C	L	CR
>	ALH 220	(HLTH 220)	Medical Terminology	3	0	3
>	BIO 201	(BIOL 215)	Anatomy & Physiology with Lab I	3	2	4
>	MDA 110	(MDAS 110)	Medical Assisting Office Procedures	3	0	3
>	MDA 112	(MDAS 112)	Medical Assisting Procedures with Lab I	3	2	4
				12	4	14
Second Semester				C	L	CR
>	BIO 211	(BIOL 230)	Anatomy & Physiology with Lab II	3	2	4
	ENG 111	(ENGL 101)	English Composition	3	0	3
	MAT 116	(MATH 112)	Quantitative Reasoning (OR MAT 125)	3	0	3
>	MDA 125	(MDAS 125)	Medical Insurance & Coding	3	0	3
>	MDA 213	(MDAS 212)	Medical Assisting Procedures with Lab II	3	2	4
				15	4	17
Summer Semester				C	L	CR
>	MDA 223	(MDAS 223)	Medical Assisting Externship	1	12	5
Third Semester				C	L	CR
	COM 212	(COMM 212)	Business Communications	3	0	3
>	MDA 224	(MDAS 224)	Electronic Health Records	3	0	3
	PSY 101	(PSYC 100)	General Psychology	3	0	3
			Humanities Elective	3	0	3
				12	0	12
Fourth Semester				C	L	CR
>	HIT 111	(MDAS 112)	Medical Law & Ethics	3	0	3
			Clinical Applications			
>	HIT 115	(MEDO 115)	Pathophysiology & Pharmacology	3	0	3
	PSY 207	(PSYC 220)	Developmental Psychology	3	0	3
			Elective	3	0	3
				12	0	12
<b>Total Required</b>				<b>60</b>		

> **Major courses; a minimum grade of "C" or 2.0 is required**

Key: C=Class hours; L=Laboratory; CR=Credit hours

## MEDICAL ASSISTING

2024-2025

### Certificate Program

First Semester				C	L	CR
>	ALH 220	(HLTH 220)	Medical Terminology	3	0	3
>	BIO 201	(BIOL 215)	Anatomy & Physiology with Lab I	3	2	4
>	MDA 110	(MDAS 110)	Medical Assisting Office Procedures	3	0	3
>	MDA 112	(MDAS 112)	Medical Assisting Procedures with Lab I	3	2	4
				12	4	14
Second Semester				C	L	CR
>	BIO 211	(BIOL 230)	Anatomy & Physiology with Lab II	3	2	4
	ENG 111	(ENGL 101)	English Composition	3	0	3
	MAT 116	(MATH 112)	Quantitative Reasoning (OR MAT 125)	3	0	3
>	MDA 125	(MDAS 125)	Medical Insurance & Coding	3	0	3
>	MDA 213	(MDAS 212)	Medical Assisting Procedures with Lab II	3	2	4
				15	4	17
Summer Semester				C	L	CR
>	MDA 223	(MDAS 223)	Medical Assisting Externship	1	12	5
<b>Total Required</b>				<b>36</b>		



The Medical Assisting Certificate Program is accredited by the Commission on Accreditation of Allied Health Education Programs ([www.caahep.org](http://www.caahep.org)) upon the recommendation of the Medical Assisting Education Review Board.

