

# Medical Assistant



## Why Medical Assisting?

Medical assistants are multi-skilled health professionals educated to work in ambulatory settings performing administrative and clinical duties. The practice of medical assisting requires mastery of a complex body of knowledge and specialized skills requiring both formal education and practical experience that serve as standards for entry into the profession. Our nationally accredited Medical Assistant (MA) programs emphasize the skills and knowledge needed for employment in doctors' offices, clinics, insurance companies and other medical facilities.

Students may choose the professional certificate or the associate degree.

## Program Outcomes

Students who graduate from this program will:

- Be eligible to sit for the national certification exam for medical assistants (CMA-AAMA)
- Demonstrate proficiency in administrative medical office procedures, such as processing insurance claims, scheduling appointments and completing referrals
- Demonstrate proficiency in clinical procedures such as patient intake, taking vital signs, giving injections, administering EKGs, drawing blood, assisting with patient exams, clinical procedures and office surgeries
- Demonstrate proficiency in electronic medical records management

## Admission Requirements:

In addition to college-wide admission requirements, students must:

- Attend a Medical Assistant Information Session
- Place into ENGL110XM or ENGL110M - College Composition I with Corequisite or College Composition I. Have sufficient speech and language ability to express, comprehend and exchange information and ideas in English verbally, non-verbally and to interact clearly and logically with patients, family members, physicians, peers and other ancillary medical personnel. Students not placed in ENGL110XM or ENGL110M will be advised to enroll in Liberal Arts initially.

## Potential Jobs

- Administrative Support
- Medical Administrative Assistant
- Medical Assistant
- Patient Care Coordinator

## Potential Salary\*

There is a wide range of jobs in the medical industry. See below for the average annual salary range in NH for a **Medical Assistant**.

ENTRY LEVEL	MID-RANGE	EXPERIENCED
\$34,965	\$40,331	\$44,034

*\*New Hampshire Occupational Employment & Wages 2021, published by the NH Economic + Labor Market Information Bureau — Salaries are based on 40 hours of work, not including overtime.*

## Transfer Opportunities

Transfer pathways are available to:

- Rivier University
- Southern NH University

...and many more

MCC's MA programs are accredited by the Commission on Accreditation of Allied Health Education Programs upon the recommendation of the Medical Assisting Education Review Board (MAERB).

For the past five years, employers of our Medical Assistant graduates report they are 100% satisfied with the education and training their newly hired Medical Assistants received.

MCC's programs are competency-based, so our graduates are prepared to enter any medical office with confidence.

# Degree & Certificate Requirements

## Medical Assistant Degree

### Degree Program - First Year

First Year	Fall Semester	TH	LAB	CR
FYE100M	MCC Essentials	1	0	1
AHLT110M	Medical Terminology	3	0	3
MEDA128M	Administrative Medical Assisting	3	0	3
BIOL106M	Essentials of Human Anatomy and Physiology	3	0	3
BIOL107M	Essentials of Human Anatomy and Physiology Lab	0	3	1
MATH145M or MATH145XM	Quantitative Reasoning or Quantitative Reasoning - Corequisite	4	0	4
<b>Total</b>		<b>14</b>	<b>3</b>	<b>15</b>

  

First Year	Spring Semester	TH	LAB	CR
MEDA125M	Clinical Lab Procedures I	3	3	4
AHLT123M	Introduction to Pharmacology	3	0	3
ENGL110XM or ENGL110M	College Composition I with Corequisite or College Composition I	4	0	4
BIOL150M	Nutrition	3	0	3
BIOL151M	Nutrition Lab	0	3	1
<b>Total</b>		<b>13</b>	<b>6</b>	<b>15</b>

### Degree Program - Second Year

Second Year	Fall Semester	TH	LAB	CR
MEDA218M	Clinical Lab Procedures II	3	3	4
PYSC110M	Introduction to Psychology	3	0	3
AHLT200M	Transcultural Healthcare	3	0	3
AHLT205M	Medical Ethics and Law	3	0	3
	Liberal Arts/Science Elective	3	0	3
<b>Total</b>		<b>15</b>	<b>3</b>	<b>16</b>

  

Second Year	Spring Semester	TH	LAB	CR
PSYC210M	Human Growth and Development	3	0	3
	Foreign Language/Humanities/Fine Arts Elective	3	0	3
	Liberal Arts/Science Elective	3	0	3
MEDA223M	Medical Assistant Practicum	0	15	5
MEDA225M	Medical Assistant Practicum Seminar	1	0	1
<b>Total</b>		<b>10</b>	<b>15</b>	<b>15</b>
<b>Total Credits - 61</b>				

## Medical Assistant Professional Certificate

First Year	Fall Semester	TH	LAB	CR
FYE100M	MCC Essentials	1	0	1
AHLT110M	Medical Terminology	3	0	3
MEDA125M	Clinical Lab Procedures I	3	3	4
MEDA128M	Administrative Medical Assisting	3	0	3
BIOL106M	Essentials of Human Anatomy and Physiology I	3	0	3
BIOL107M	Essentials of Human Anatomy and Physiology I Lab	0	3	1
<b>Total</b>		<b>13</b>	<b>6</b>	<b>15</b>

  

First Year	Spring Semester	TH	LAB	CR
MEDA218M	Clinical Lab Procedures II	3	3	4
AHLT123M	Introduction to Pharmacology	3	0	3
MEDA223M	Medical Assistant Practicum	0	15	5
MEDA225M	Practicum Seminar	1	0	1
	Liberal Arts and Science Elective	3	0	3
<b>Total</b>		<b>10</b>	<b>18</b>	<b>16</b>

  

First Year	Summer Term	TH	LAB	CR
AHLT205M	Medical Ethics and Law	3	0	3
PYSC110M	Introduction to Psychology	3	0	3
<b>Total</b>		<b>6</b>	<b>0</b>	<b>6</b>
<b>Total Credits - 37</b>				

## Medical Administrative Assistant Certificate

Administrative medical assistants perform a variety of tasks necessary to make an office operate smoothly. They are responsible for scheduling patient appointments, completing referrals for inpatient/outpatient procedures, keeping patient charts updated, accepting and documenting payments, processing insurance claims, typing correspondence and interacting with healthcare facilities on a routine basis. This certificate program provides the essentials needed to work in a medical office. Computer courses/applications will prepare graduates to feel comfortable with all types of clerical duties associated with a doctor's office, hospital or insurance company.

		TH	LAB	CR
FYE100M	MCC Essentials	1	0	1
AHLT110M	Medical Terminology	3	0	3
ENGL110XM or ENGL110M	College Composition I with Corequisite or College Composition I	4	0	4
CIS110M	Microsoft® Computer Applications I	2	2	3
HLIM120M	Computers in Healthcare	2	2	3
MEDA128M	Administrative Medical Assisting	3	0	3
AHLT205M	Medical Ethics and Law	3	0	3
HLIM216M	Reimbursement Methods	3	0	3
<b>Total</b>		<b>23</b>	<b>0</b>	<b>23</b>

All courses and degree requirements are subject to change. For the most current information on MCC programs, visit [mccnh.edu](http://mccnh.edu).