

Medical Assisting Degree (MAS)

Medical assistants perform a combination of clinical and administrative duties in a medical setting. Clinical duties include assisting doctors with examinations, drawing blood, placing patients in rooms, administering immunizations, removing sutures, assessing vital signs, and applying wound care. Administrative duties include scheduling appointments, answering phones, billing insurance companies, making referrals, and phoning in prescriptions. Because medical assistants work in an office environment, most work regular day-time hours. The Medical Assisting program is accredited by the Commission on Accreditation of Allied Health Programs (CAAHEP), on recommendation of the Curriculum Review Board of the American Association of Medical Assistants Endowment: CAAHEP, 1361 Park Street, Clearwater, FL 33756; phone (727) 210-2350. Clinical courses are offered only during the day at the Gardner Campus. **For more information, please call (978) 630-9357.**

Number	Suggested Course Order	Cr	Semester	Grade	Prerequisites/Notes
ENG101	English Composition I	3			ENG100, RDG100, or placement
MAS101	Medical Secretarial Procedures I	3			RDG100 or placement; BSS153 or placement
MAS102	Medical Terminology	3			RDG100 or placement
BIO115	Human Biology	4			ENG100, RDG100, or placement
MAT126	Topics in Mathematics (<i>or</i> higher)	3			MAT096 or placement
ENG102	English Composition II	3			ENG101
MAS201	Medical Machine Transcription I	3			BSS153 or placement; MAS102
MAS202	Medical Insurance Coding and Billing	3			BSS153 or placement; MAS102
BSS236	Word I	3			RDG100 or placement
PER126/ 130	Health, Fitness, & Wellness Elective	2/3			Prerequisite: MAT092, RDG100, or placement Note: PER130 is recommended for transfer
MAS203	Medical Secretarial Procedures II	3			MAS101
May or June					
MAS210	Externship I	1			Completion of first 2 semesters of MAS program
MAS306	Medical Assisting Lab Procedures	4			Prerequisite: BIO115, MAS102 Note: Must be taken concurrently with MAS307.
MAS308	Principles of Pharmacology	3			BIO115, MAT096 or higher
MAS307	Medical Assisting Clinical Procedures	4			Prerequisite: BIO115, MAS102 Note: Must be taken concurrently with MAS306.
PSY105	Introduction to Psychology	3			ENG100, RDG100, or placement
	General Elective	3			Recommended: BUS125, NUT101, PLB101, PSY101, SPA103
MAS309	Medical Legal Concepts, Practices, and Ethics	3			MAS101, MAS102
MAS310	Externship II	4			Completion of first 3 semesters of MAS program & MAS210
	Humanities Elective	3			Electives: ART, ASL, ENG, HUM, MUS, PHL, SPA, THE
Total: 61/62 credits					

See page 135 of the college catalog for program competencies and technical standards.

Campus/format: This program can be completed during the day at the Gardner Campus.

Helpful hints: Several courses are offered only in the semester they are shown in the catalog; students must register for these courses when they are offered.

Transfer options: This program prepares students for immediate career entry. However, transfer agreements exist with Charter Oak State College and the University of Phoenix. Visit MWCC's transfer planning services website: <http://transfer.mwcc.edu>.

3 Plus ONE eligible—go to: www.mwcc.edu/3PlusONE

Special requirements: Students must demonstrate keyboarding proficiency by either successfully completing BSS153 or successfully passing the keyboarding placement exam. Immunizations, additional liability insurance, and a Criminal/Sexual Offender Records Information (CORI/SORI) check are required for student externs. Technical standards must be met with or without accommodations. Students must pass all MAS and BIO courses with a C+ or better to remain in good standing in the MAS program.

Certification: Graduates of MWCC's accredited program can become certified by taking and passing the national Certified Medical Assistant (CMA) Exam (only students who graduate from an accredited program are allowed to sit for this exam). MWCC is a national testing site; exams are offered in January and June each year.

Career options: Most medical assistants work in the offices of physicians, chiropractors, optometrists, and podiatrists. Others find employment in hospitals, insurance companies, and other health care facilities.

Earning potential: \$26,490 to \$31,463 job prospects in this fast-growing field should be best for medical assistants with formal training or experience, particularly those with certification.