

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 Medical Assisting Review Board: 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, FYE101, or placement
MAS101	Medical Secretarial Procedures	3			RDG100 or placement, CIS101 (co-requisite) or placement
MAS102	Medical Terminology	3			RDG100 or placement
BIO115	Human Biology	4			ENG100, RDG100, FYE101, or placement
MAT126	Topics in Mathematics (or higher)	3			MAT096 or placement
ENG102	English Composition II	3			ENG101
MAS201	Medical Machine Transcription	3			CIS101 or placement, MAS102
MAS202	Medical Coding and Billing I	3			MAS102 (or co-requisite)
CIS103	Word Processing Applications	3			RDG100 or placement
PER126/130	Health, Fitness, and Wellness Elective	2/3			Prerequisite: MAT092, RDG100, or placement Note: PER130 is recommended for transfer
MAS203		3			RDG100 or placement, MAS102 (or co-requisite)
May or June					
MAS210	Externship I	1			MAS101, MAS102, MAS201, MAS202, MAS203, CIS103
MAS206	Medical Assisting Lab Procedures	4			BIO115, MAS102
MAS208	Principles of Pharmacology	3			BIO115 or permission of division dean
MAS207	Medical Assisting Clinical Procedures	4			BIO115, MAS102
PSY105	Introduction to Psychology	3			ENG100, RDG100, FYE101, or placement
	Humanities Elective	3			Electives: ART, ASL, ENG, FRE HUM, MUS, PHL, SPA, THE
MAS209	Medical Legal Concepts, Practices, and Ethics	3			MAS101, MAS102
MAS250	Externship II	4			MAS210, 206, 207, 208, 209 (or co-requisite)
MAS240	Medical Assisting Seminar	3			Completion of first 3 semesters of Medical Assisting program.
Total: 61/62 credits					

Campus/format: A majority of this program can be completed during the day at the Gardner Campus.

Helpful hints: Some courses are offered only in the semester they are shown in the guide; 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 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 CIS101 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).

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: \$21,970 to \$31,210.

See page 138 of the college catalog for program competencies and technical standards.