



**JCTC Technical Campus**  
Jannie Washington, M.Ed., CMA-C (AAMA)  
Medical Assisting Program Coordinator  
(502) 213-4233

Admissions Office  
(502) 213-4001  
(502) 213-4096 V/TTY

Allied Health Division  
(502) 213-4296  
FAX: (502) 213-4502  
[www.Jefferson.kctcs.edu](http://www.Jefferson.kctcs.edu)

## **Medical Assisting Program** **CURRICULUM GUIDE**

### **GENERAL OVERVIEW**

*The information contained within this curriculum guide is the official Medical Assisting Program Guide provided in the KCTCS Catalog effective 2007-2008 school year. The Medical Assisting Diploma Program at Jefferson Community & Technical College is accredited by the Commission on Accreditation of Allied Health Education Programs ([www.caahep](http://www.caahep)) upon the recommendation of the Medical Assisting Examination Review Board of the American Association of Medical Assistants Endowment (MAERB-AAMAE). Commission on Accreditation of Allied Health Education Programs 1361 Park Street, Clearwater, FL 33756 727/210-2350.*

The Medical Assistant is an integral member of the health care delivery team, qualified by education and experience to work in the administrative office, the examining room and the physician's laboratory. Individuals in this unique position will be involved in many of the following skills:

**General:** Project a professional manner and image, adhere to legal and ethical principles, use medical terminology effectively, and use effective and correct verbal and written communication.

**Administrative:** Schedule patients for examinations, coordinate and monitor appointments, perform telephone and written communications, arrange hospital admissions, manage medical records, process insurance claim forms, manage office financial records, and maintain inventory.

**Clinical:** Prepare patients for examination procedures and treatment, record medical histories, take vital signs, chart patient information, administer medications and injections, provide patient instruction and education, perform venipunctures, collect and prepare other specimens, perform electrocardiograms, (ECG), sterilize instruments, and perform basic laboratory tests.

With additional training in Medical Office Radiology, the Medical Assistant graduate may perform Medical Office Radiographs. Once the training is complete, the graduate is eligible to take the Kentucky State Board Examination to become credentialed as a Limited Medical Radiographer and credentialed as a Certified Medical Assistant through the American Association of Medical Assistants (AAMA) – CAAHEP Accredited Program.

The Medical Assistant is a vital liaison between the physician and patient and plays an important role in diagnosis and treatment. The many different roles assumed in the profession assure a fast moving and challenging career as a Medical Assistant.

### **ADMISSION INFORMATION**

Admission to the program is by selective admission. The application process is open to all qualified applicants. Jefferson Community and Technical College does not discriminate on the basis of race, color, national origin, age, marital status, sex or handicap, educational programs or activities as set forth in Title IX of the Educational Amendment of 1972, Title VI of the Civil Rights Act of 1964, and Section 504 of the Rehabilitation Act of 1973.

**For more information, please contact the Division Administrative Assistant or the Program Coordinator.**

### **Pre-Requisites for Admission**

Students seeking admission to the Medical Assisting Program must submit the following:

- A. Application to Jefferson Community and Technical College.
- B. Proof of high school graduation (high school transcript) or GED scores report.

C. Document ACT composite score of 16 or above.

or

**COMPASS** test scores of at least:

Reading: **76**      Math/Pre-Algebra: **34**      English/Writing: **57**

Or

Equivalent (English 101- with a “C” or better, and College Level Math)

D. unofficial transcript copy of any college work completed (An official copy of course work completed from another institution must be sent to the college Registrar’s office for review for transfer credit).

E. Certification of Basic Life Support (BLS) CPR at the American Heart Association Healthcare Provider or the American Red Cross Professional Rescuer level.

F. Successful completion of any required college pre-admission testing.

Students who do not meet the entrance testing scores may enroll in the appropriate developmental courses offered at JCTC. Information on these courses is available in the Counseling Office in Building B, Room 109 at the Technical Campus.

CPR courses may be taken at any agency of facility that offers the necessary level of the course. Documentation of completion and proof of certification must be submitted before enrolling in the fall semester classes (prior to clinical externship).

**PRE-ADMISSION CONFERENCE**

Applicants **MUST** attend a pre-admission conference. No appointment is required. Pre-admission conferences will be held in the fall (Mid November) prior to the spring semester start date. Please bring a photostatic copy of your high school diploma or equivalent GED record and all college transcripts to the pre-admission conference at Jefferson Community & Technical College- Technical Campus- Room 203, 800 West Chestnut Street, Louisville, KY 40203. pre-admission conference dates will be posted in the Student Bulletin or you may contact the program coordinator to schedule an interview.

**PROGRAM PROGRESSION**

Progression in the Medical Assisting Program is contingent upon achievement of a grade of “C” or above in each required course and maintenance of a 2.0 cumulative grade-point average or above (on a 4.0 scale).

Clinical Practicum and Clinical Externship hours are “non-paid work assignments”.

Transportation to the physician’s offices/community agencies is the responsibility of each student.

You are required to have a Background Check through Verified Credential Service prior to any clinical experience.

**TUITION & FEES**

The tuition for the Medical Assisting program is the prevailing Jefferson Community & Technical tuition for each semester (see current class schedule in the college catalog or on-line at [www.jefferson.kctcs.edu](http://www.jefferson.kctcs.edu).) Tuition is payable at the beginning of each term. Non-refundable technical fees will be assessed each semester. A full-time student is enrolled a minimum of 12 credits. There are classes taught in the summer intersession. Financial aid is available in the grants, scholarships, and loans through the Student Financial Aid Office. Residents of Southern Indiana may qualify for Metroversity in-state tuition rates. The following are estimated costs for program expenses:

Books and Supplies .....	Cost will vary
Lab Jacket .....	\$30.00 each
Liability Insurance.....	\$20.00 annually (money order or Certified check made payable to KCTCS)
Uniforms.....	\$35.00 - \$50.00 set Cost may vary
White Uniform Shoes .....	Cost will vary
Background Check .....	\$Vary between \$40.00-\$45.00
.....	(College wide allied health & nursing policy)
Medical and Dental Examination .....	Cost will vary

\*\*Tuition and fees are subject to change at any time without prior notification.

## **FINANCIAL AID INFORMATION**

The fee schedule may be found in the Kentucky Community and Technical College (KCTCS) catalog. In addition to tuition, Medical Assistant students are responsible for transportation to various health agencies, purchasing liability insurance, books, uniforms, and other items required for the clinical area of training. Financial aid information is available at the Financial Aid Office at the Technical Campus in Building B, Room 109.

## **REQUIRED PSYCHOMOTOR FUNCTIONS**

- 1 **Visual acuity** is needed in preparation and administration of medications, Observation of patient assessment, and all aspects of clinical and administrative duties.
- 2 **Auditory perception** is required in order to receive verbal communication from patients and members of the health care team, and to assess health needs of patients through monitoring devices to include: Stethoscopes, and other therapeutic devices.
- 3 **Gross and fine motor coordination** is necessary in order to respond promptly in cases of emergencies, and to implement the physician's orders regarding patient treatment modalities.
- 4 **Communication skills** (speech, reading, and writing) are necessary to be able to interact with individuals and communicate their needs promptly and effectively.
- 5 **Intellectual and emotional function** in order to evaluate patient needs and interact with patients, peers, physicians, and all healthcare personnel.

## **ADMISSION PROCESS INFORMATION**

In order to be considered for admission into the Medical Assisting Program, the applicant must submit the following:

- 1 Proof of Application for admission to the Technical Campus with a major in Medical Assisting
- 2 Official high school transcript or equivalent GED official score report on file in the Admissions Office.
- 3 Official transcript of post-secondary work completed at other institutions of higher education (for transfer credit, credits must have been completed at an accredited institution and within a five (5) year period

## **PROGRAM COURSE REQUIREMENTS FOLLOWING ADMISSION:**

The Medical Assisting Program is a Selective Admissions Program. Admission Requirements:

High School graduate or equivalent and BSL/CPR certification. To progress through the program students must earn a grade of "C" or higher in each required course.

<b>GENERAL EDUCATION/SUPPORT CLASSES</b>		
<b>COURSE NO.</b>	<b>COURSE TITLE</b>	<b>CR</b>
GE 100	Introduction to College <b>OR</b>	1
GE101	Strategies For Academic Success	(3)
ENG 101	Writing I <b>OR</b>	3
TEC 200	Technical Communications	(3)
CPR 100	Cardiopulmonary Resuscitation (CPR)	1
KHP 190	First Aid and Emergency Care	(2)
BIO 135	Anatomy & Physiology with Laboratory <b>OR</b>	4
AHS 115	Medical Terminology <b>OR</b>	3
CLA 131	Medical Terminology from Greek and Latin <b>OR</b>	(3)
OST 103	Medical Office Terminology	(3)
CPU 100	Computer Literacy such as: Introduction to Computers <b>OR</b>	3
CPU 150	Computer Fundamentals	(3)
<b>TOTAL GENERAL EDUCATION/SUPPORT COURSE CR/HR</b>		<b>15-19</b>
<b>1ST SEMESTER</b>		
<b>COURSE NO.</b>	<b>COURSE TITLE</b>	<b>CR</b>
MAI 105	Introduction to Medical Assisting	3
MAI 120	Medical Assisting Laboratory Techniques I	3
MAI 140	Medical Assisting Clinical Procedures I	4
MAI 150	Medical Assisting Administrative Procedures I	3
MAI 200	Pathophysiology for the Medical Assistant	3
MAI 250	Medical Assisting Administrative Procedures II	3
<b>TOTAL 1<sup>ST</sup> SEMESTER COURSE CR/HOURS</b>		<b>19</b>

<b>2ND SEMESTER</b>		
<b>COURSE NO.</b>	<b>COURSE TITLE</b>	<b>CR</b>
MAI 170	Dosage Calculations	2
MAI 230	Medical Insurance or Medical Office Procedures	3
MAI 101	Medical Keyboarding (elective)	(1)
<b>TOTAL 2<sup>ND</sup> SEMESTER COURSE CR/HOUR</b>		<b>5-6</b>

<b>3RD SEMESTER</b>		
<b>COURSE NO.</b>	<b>COURSE TITLE</b>	<b>CR</b>
MAI 220	Medical Assisting Laboratory Techniques II	3
MAI 240	Medical Assisting Clinical Procedures II	4
MAI 270	Pharmacology for Medical Assistants	3
	2 <sup>ND</sup> 8 WEEKS:	
MAI 281	Medical Assistant Practicum	1
MAI 282	Medical Assistant Clinical Externship	3
	<b>NOTE:</b> Background Check required prior to Clinical Experience	
<b>TOTAL 3<sup>RD</sup> SEMESTER COURSE CR/HR</b>		<b>14</b>

<b>ELECTIVE COURSES:</b>		
<b>COURSE NO.</b>	<b>COURSE TITLE</b>	<b>CR</b>
OST 100 OSTL 100	Keyboarding <b>OR</b> Keyboarding Laboratory	(1) (1)
MAI 160	Medical Transcription	(3)
MAI 299	Special Topics : Medical Assisting (Topics)	(1-4)
<b>TOTAL ELECTIVE COURSE CR/HR</b>		<b>1-9</b>

Total Credit hours: **50 - 56**

NOTE: Students are eligible to receive a GOTS (General Occupational Technical Studies Associate Degree upon completion of the General Education Requirements which equal a total of **15 credit hours** at Jefferson Community & Technical College. Refer to most current college catalog.

<b>REQUIRED GENERAL EDUCATION COURSES INCLUDE</b>		
<b>COURSE NO.</b>	<b>COURSE TITLE</b>	<b>CR</b>
MT 105 MT 110	Mathematics for Business <b>OR</b> Applied Mathematics	3 (3)
BIO 135	General Science (ex. Basic Anatomy and Physiology w/laboratory )	4
PY 110	General Behavioral Psychology (ex. General Psychology)	3
ENG 101	Writing I	3
	Heritage/Humanities	3
<b>REQUIRED GEN ED COURSES FOR GOTS DEGREE</b>		<b>16</b>

<b>ADDITIONAL SUGGESTED GENERAL EDUCATION COURSES (NOT REQUIRED)</b>		
<b>COURSE NO.</b>	<b>COURSE TITLE</b>	<b>CR</b>
ENG 102	Writing II	(3)
COM 181 COM 252	Basic Public Speaking <b>OR</b> Introduction to Interpersonal Communications	(3) (3)
<b>TOTAL</b>		<b>3</b>

For additional information on requirements for the Associate Degree from the Technical Campus Contact:

**Mr. Tony Leslie, Counselor (502) 213-4272**  
**Ms. Kaye Lafferty, Counselor (502) 213-4184**

**MEDICAL ASSISTING PROGRAM COORDINATOR INFORMATION:**

**Jannie Washington, M.Ed., CMA-C (AAMA)**

**JCTC-Technical Campus**

**Room 201**

**Phone: (502) 213-4233**

**Fax: (502) 213-4502**

**800 West Chestnut Street**

**Louisville, KY 40203**

**NOTE: SEMESTER SCHEDULE SUBJECT TO CHANGE**