

Washington County



Community College  
Calais, Maine  
Discover Choices • Create Success

### Approximate Cost For One Year (Tuition & Fees)

In State  
\$4,002.00

New Brunswick Residents  
\$4,002.00

Out of State  
\$7,746.00

New England Residents  
\$5,874.00\*

\*See New England  
Regional Students section  
of the WCCC catalog.

Financial Aid is available  
for students who qualify.  
Approximately 85% of  
WCCC students receive  
some form of financial aid.

[www.FAFSA.Ed.Gov](http://www.FAFSA.Ed.Gov)

School Code: 009231

One College Drive  
Calais, Maine 04619

207-454-1000  
1-800-210-6932



[wccc.me.edu](http://wccc.me.edu)

# Medical Assisting



The Associate of Applied Science in Medical Assisting is an Accredited Associate Degree Program. The two-year program provides students with competence in the cognitive (knowledge,) psychomotor (skills,) and affective (behaviors) areas to prepare for employment in ambulatory care as an entry-level medical assistant. Medical assistants perform administrative and clinical duties in ambulatory care settings such as clinics, physician's offices, walk-in clinics and specialty practices. Duties include but are not limited to, preparing exam room, obtaining vital signs, greeting and scheduling patients, patient referrals, administering medications, and obtaining patient specimens.

The WCCC Medical Assisting Program is accredited by the Commission on Accreditation of Allied Health Education Programs upon the recommendation of the Medical Assisting Education Review Board (MAERB). More information about CAAHEP may be found at [www.caahep.org](http://www.caahep.org); 25400 U.S. Highway 19 North, Suite 158, Clearwater, FL 3376; 727-210-2350. Graduates are eligible to sit for the Certified Medical Assisting (CMA) examination or the Registered Medical Assistant (RMA) upon completion of the program.

According to the U.S. Bureau of Labor Statistics, "Employment of medical assistants is projected to grow twenty-three percent from 2018 to 2028, much faster than the average for all occupations."

**Program Goals.** The goals of the medical assisting program are to:

- Prepare medical assistants with a wide variety of skills, knowledge, and competencies needed for both rural service areas and diverse medical care settings, where employees are asked to perform varied tasks
- Provide a foundation that gives the skills for leadership, life-long learning, and community involvement while maintaining basic competencies prior to graduation of an Associate of Applied Science Degree in Medical Assisting.
- Prepare competent entry-level medical assistants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.

**Program Outcomes.** Upon completion of the Associate in Applied Science degree in the Medical Assistant program, the graduate is prepared to: Demonstrate understanding of commonly used medical terms which are encountered in physical exams, medical correspondence, x-ray and pathological reports; evaluate and perform medical office administrative procedures including specialties of medical transcription; take specialized clerical positions in medical administration, including records management, billing, and insurance claim processing; utilize word processing and accounting

*Washington County Community College is an equal opportunity/affirmative action institution and employer. For more information; please call Tatiana Osmond, Affirmative Action Officer, at 454-1040*

applications; apply principles of safety and sterilization in all aspects of patient/office procedures; obtain vital signs, patient history and instruct patients on treatments; assist other healthcare professionals in procedures and/or patient preparation; qualify for medical assistant positions in a physician's office.

**Minimum Standards.** Successful completion of catalog program curricula offered by the college entitles the student to earn an associate degree in Medical Assisting. Minimum graduation standards are the following: Passing grade in all courses that are applied to program requirements, 2.0 grade point average (GPA) in college major and 2.0 cumulative GPA. In addition, WCCC Medical Assisting students are required to pass all cognitive, psychomotor and affective competencies with a grade of 80 or greater and pass all medical assisting courses (designated with an MDT prefix) with a grade of 80 or greater in order to graduate from the program.

**Processes by which students may perform clinical work while enrolled in the program.** Students will perform simulated clinical work in the classroom by use of patient simulators, classroom role playing and case studies. Additional clinical work will be performed on real patients in a practicum/internship setting. A 165-hour Clinical Cooperative Practicum Course is a requirement of the medical assisting program. This is an up-paid practicum facilitated by the Practicum Coordinator and supervised by a Clinical Preceptor.

Course #	Course Title	Credits
<b>Semester 1</b>		
MDT 103	Introduction to Medical Assisting	3
CPT 140	Word Processing	3
ENG 101	College Composition	3
MAT 106	College Mathematics for Technologies or higher	3
MDT 125	Medical Terminology	3
FYE 100	First Year Experience	1
	<b>Total</b>	<b>16</b>
<b>Semester 2</b>		
BUS 205	Business Communications	3
MDT 130	Medical Office Management	3
MDT 133	Medical Documentation	3
MDT 135	Clinical Office Procedures I & Lab	4
MDT 221	Insurance Billing and Coding	3
	<b>Total</b>	<b>16</b>
<b>Semester 3</b>		
BIO 130	Human Anatomy and Physiology	4
BUS 230	Supervisory Management	3
MDT 235	Clinical Office Procedures II	3
MDT 227	Introduction to Pharmacology	3
MDT 223	Phlebotomy and Infection Control	3
	<b>Total</b>	<b>16</b>
<b>Semester 4</b>		
Elective	Elective	3
PHI 115	Ethics	3
MDT 240	Medical Assisting Capstone	3
MDT 245	Clinical Medical Cooperative Practicum	4
PSY 101 or PSY 105	Introduction to Psychology or Human Relations	3
	<b>Total</b>	<b>16</b>

The Medical Assisting program requires completion of the Student Disclosure of Criminal Convictions, Pending Criminal Charges and Certain Disqualifications. Completion of this form does not automatically deny admission to the program. Prospective applicants will meet with the Dean of Enrollment Management and Student Services to review information. The form can be found at [wccc.me.edu/admissions-aid/admissions/admission-forms-documents](http://wccc.me.edu/admissions-aid/admissions/admission-forms-documents).

For more program specific information, please contact the program advisors Cindy Moholland, [cmoholland@wccc.me.edu](mailto:cmoholland@wccc.me.edu) , 207-454-1016 or Nickey Dubey, [ndubey@wccc.me.edu](mailto:ndubey@wccc.me.edu), 207-454-1004