

# MEDICAL ASSISTING

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A 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, 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 patient 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 education, the medical assisting graduate may perform limited radiography.

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

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 orientation and externship are "non-paid work assignments." CPR requirements must be successfully completed prior to enrolling in the first clinical externship and must be kept current throughout the program.

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

According to the Commission on Accreditation of Allied Health Education Programs (CAAHEP), all accredited medical assisting program related courses must be taught by approved faculty and meet the requirements according to CAAHEP standards and guidelines.

The Medical Assisting programs at the colleges listed below are accredited by the Commission on Accreditation of Allied Health Education Programs ([www.caahep.org](http://www.caahep.org)) on the recommendation of the Medical Assisting Education Review Board (MAERB).

Commission on Accreditation of Allied Health Education Programs  
9355-113th Street North #7709  
Seminole, Florida 33755

727/210-2350

[www.caahep.org](http://www.caahep.org)

- Bluegrass CTC (Diploma),
- Henderson CC (AAS),

- Jefferson CTC (Diploma), and
- Maysville CTC - Maysville & Rowan Campuses (Diploma).

## Degrees

- Medical Assisting - AAS (<https://catalog.kctcs.edu/programs-of-study/aas/medical-assisting/medical-assisting-aas/>)
  - Pathway 1 (<https://catalog.kctcs.edu/programs-of-study/aas/medical-assisting/medical-assisting-aas/#pathway1>)
  - Pathway 2 (<https://catalog.kctcs.edu/programs-of-study/aas/medical-assisting/medical-assisting-aas/#pathway2>)

## Diplomas

- Medical Assisting - Diploma (<https://catalog.kctcs.edu/programs-of-study/aas/medical-assisting/medical-assisting-diploma/>)

## Certificates

- Electrocardiograph Technician - Certificate (<https://catalog.kctcs.edu/programs-of-study/aas/medical-assisting/electrocardiograph-technician-certificate/>)
- Medical Assisting - Certificate (<https://catalog.kctcs.edu/programs-of-study/aas/medical-assisting/medical-assisting-certificate/>)
- Medical Office Administrative Assistant - Certificate (<https://catalog.kctcs.edu/programs-of-study/aas/medical-assisting/medical-office-administrative-assistant-certificate/>)
- Medical Office Insurance Billing and Coding - Certificate (<https://catalog.kctcs.edu/programs-of-study/aas/medical-assisting/medical-office-insurance-billing-coding-certificate/>)
- Medical Office Limited Radiography - Certificate (<https://catalog.kctcs.edu/programs-of-study/aas/medical-assisting/medical-office-limited-radiography-certificate/>)
- Phlebotomist - Certificate (<https://catalog.kctcs.edu/programs-of-study/aas/medical-assisting/phlebotomist-certificate/>)