The Medical Assistant program prepares graduates for a career in a physician’s office, health care facility, or other setting in which medical, administrative, laboratory, and basic clinical training are required.

Through studies in anatomy & physiology, communications, medical administrative procedures, medical law and ethics, medical transcription, medical assistant clinical procedures, and a 240-hour externship in the fourth semester, graduates of this program are well prepared to enter the medical field at the entry level. Student who obtain national certification as a Registered Medical Assistant (RMA) will have the credentials needed for more employment opportunities.

Graduates may pursue careers as:

- Medical Office Assistants
- Medical Secretaries
- Medical Transcriptionists

Please see catalog for full program requirements.

Central Maine Community College is an equal opportunity/affirmative action institution and employer.
## Medical Assistant Prerequisites/Requirements:

- High school prerequisite(s) for program admission: Biology with lab
- A grade of "C" or better in all Medical Assistant, Medical Transcription, Biology, Math, and Business and Computer Applications courses, a cumulative GPA of 2.0 or better, completion of the first and second semester courses and approval of the Department Chair is required before enrollment in the first Medical Assistant Externship. Students must have had Biology with lab. Student must meet ENG 101 or ENG 105, and MAT 100 prerequisites.

## Degree Requirements

### Semester I

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 150</td>
<td>Effective Customer Relations</td>
<td>3</td>
</tr>
<tr>
<td>BCA 120</td>
<td>Introduction to Computer Applications</td>
<td>3</td>
</tr>
<tr>
<td>BIO ___</td>
<td>Select one of the following sets:</td>
<td>4</td>
</tr>
<tr>
<td>BIO 101</td>
<td>General Biology Lecture</td>
<td></td>
</tr>
<tr>
<td>BIO 102</td>
<td>General Biology Lab</td>
<td></td>
</tr>
<tr>
<td><strong>BIO 115</strong></td>
<td>Anatomy &amp; Physiology I Lecture</td>
<td></td>
</tr>
<tr>
<td><strong>BIO 116</strong></td>
<td>Anatomy &amp; Physiology I Lab</td>
<td></td>
</tr>
<tr>
<td>MAT 101**</td>
<td>Business Math</td>
<td>3</td>
</tr>
<tr>
<td>MET 111</td>
<td>Medical Terminology I</td>
<td>3</td>
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</tbody>
</table>

### Semester II

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO ___</td>
<td>Select one of the following sets:</td>
<td>3</td>
</tr>
<tr>
<td>BIO 105</td>
<td>Essentials of Anatomy and</td>
<td></td>
</tr>
<tr>
<td><strong>BIO 117</strong></td>
<td>Anatomy and Physiology II</td>
<td>(3)</td>
</tr>
<tr>
<td><strong>BIO 118</strong></td>
<td>Anatomy and Physiology II Lab</td>
<td>(1)</td>
</tr>
<tr>
<td>ENG ___</td>
<td>Select one of the following:</td>
<td>3</td>
</tr>
<tr>
<td><em>ENG 101</em>*</td>
<td>College Writing</td>
<td></td>
</tr>
<tr>
<td>ENG 105</td>
<td>College Writing Seminar</td>
<td>(4)</td>
</tr>
<tr>
<td>COM 100</td>
<td>Public Speaking</td>
<td>3</td>
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<tr>
<td>MEA 165</td>
<td>Medical Ethics and Law</td>
<td>3</td>
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</tbody>
</table>

### Semester III

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MEA 205</td>
<td>Medical Office Administration &amp; Electronic Health Records</td>
<td>3</td>
</tr>
<tr>
<td>MEA 221</td>
<td>Medical Clinical Procedures I Lab</td>
<td>2</td>
</tr>
<tr>
<td>MEA 222</td>
<td>Medical Clinical Procedures I Lecture</td>
<td>3</td>
</tr>
<tr>
<td>MEA 240</td>
<td>Essentials of Pharmacology for Medical Assistants</td>
<td>3</td>
</tr>
<tr>
<td>PSY 101</td>
<td>Introduction to Psychology</td>
<td>3</td>
</tr>
<tr>
<td>___ ___</td>
<td>Elective: Humanities/Social Science</td>
<td>3</td>
</tr>
</tbody>
</table>

### Semester IV

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MEA 210</td>
<td>Insurance Coding/Claims Processing</td>
<td>3</td>
</tr>
<tr>
<td>MEA 230</td>
<td>Advanced Medical Clinical Procedures II Lecture</td>
<td>3</td>
</tr>
<tr>
<td>MEA 231</td>
<td>Advanced Medical Clinical Procedures II Lab</td>
<td>2</td>
</tr>
<tr>
<td>MEA 266</td>
<td>Medical Assistant Externship (240 hrs)</td>
<td>6</td>
</tr>
<tr>
<td>___ ___</td>
<td>Writing course (see page 34-35)</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Credit Hour Requirements**: 62-64

*Placement determined by assessment test scores and/or prior college coursework.

## Preregistration Requirements

- A physical exam performed by a qualified health care professional
- Proof of the following immunizations or titers:
  - Measles Mumps Rubella (MMR)
  - Hepatitis B Virus (HBV) - 3 doses
  - Adult Tetanus Purified Protein Derivative (PPD for TB)
  - Varicella titer for Chicken Pox
- Professional liability insurance
- CPR certification prior to the beginning of the fourth semester
- Mandatory background screening is required prior to participation in externship
- All students are advised to purchase their own Health/Accident Insurance

Note: Students must provide own transportation to and from the externship sites. All Medical Assistant majors must follow the prescribed course sequence.

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**Office of Admissions**

1250 Turner Street • Auburn, ME 04210
(207) 755-5273 • enroll@cmcc.edu

[www.cmcc.edu](http://www.cmcc.edu)

Find CMCC on social media at CMCCMaine!