

**MEDICAL ASSISTANT**

The KTC Medical Assistant program is accredited by the Commission on Accreditation of Allied Health Education Programs ([www.caahep.org](http://www.caahep.org)) upon the recommendation of Medical Assisting Education Review Board (MAERB). Commission on Accreditation of Allied Health Education Programs, 9355 – 113<sup>th</sup> St. N, #7709, Seminole, FL 33775, 727.210.2350.

COURSE NUMBER	COURSE NAME	COURSE DESCRIPTION
MAA1-0100	CLINICAL	<p>Learners will gain the entry-level clinical skills needed to perform in an ambulatory healthcare setting under the direct supervision of a physician. Topics include diagnostic testing, screening test results, critical thinking as it applies to patient assessment and care, applied mathematics, microbiology, infection control, and protective practices.</p> <p>This course is designed to run concurrently with Anatomy &amp; Physiology MAB1-0200 and Administrative Medical Office MAA1-0300.</p> <p>This course meets the standards established by the Commission on Accreditation of Allied Health Education Programs.</p>
MAB1-0200	ANATOMY & PHYSIOLOGY	<p>Learners will gain a basic understanding of the structure and function of the human body. Each body system and its normal function is introduced throughout, as well as the medical terminology, disease process, common diseases and disorders, signs and symptoms, etiology, special considerations for the geriatric and pediatric patient, diagnostic examinations, and current methods of treatment.</p> <p>This course is designed to run concurrently Administrative Medical Office MAA1-0300 and Clinical MAA1-0100 for the Medical Assistant; and Medical Office Management MIB1-0300, Insurance Billing &amp; Coding MIB1- 0100 for the Medical Insurance Biller.</p> <p>This course matches requirements as established by the Commission on Accreditation of Allied Health Education Programs.</p>
MAA1-0300	ADMINISTRATIVE MEDICAL OFFICE	<p>Topics include concepts of effective communication, administrative functions, basic practice finances, managed care and insurance, procedural and diagnostic coding, legal implications, and ethical considerations.</p> <p>This course is designed to run concurrently with Anatomy &amp; Physiology MAB1-0200 and Clinical MAA1-0100 for the Medical Assistant.</p> <p>This course matches requirements as established by The Commission on Accreditation of Allied Health Education Programs.</p>
MAA1-0200	MEDICAL ASSISTANT PRACTICUM	<p>The Medical Assistant Practicum is a period of 160 directed hours of non-paid medical assisting experience in a physician’s private office, hospital, clinic, urgent care facility, or a comprehensive family care facility. The program coordinator in conjunction with the practicum coordinator is responsible for initiating contractual agreements as well as student placement.</p> <p>Students must successfully meet all program requirements to be eligible to participate in the practicum experience. 160 hours of directed non-paid practicum experience is a graduation requirement and must be met satisfactorily. Student practicum evaluations are completed on site by the facility mentor/supervisor. Students complete a practicum site evaluation on final conference prior to program completion/graduation.</p> <p>This course matches requirements as established by the Commission on Accreditation of Allied Health Education Programs.</p>