



Let us help you get started on your health care career today!

### Mission

New River Community and Technical College provides accessible, affordable, quality education, and workforce programs to meet the needs of the region it serves.

New River Community and Technical College serves nine counties in southeast and south central West Virginia: Fayette, Greenbrier, Mercer, Monroe, Nicholas, Pocahontas, Raleigh, Summers and Webster. Administrative offices are located in Beckley.

The Medical Assisting Program is offered at these locations:

**Greenbrier Valley Campus**  
653 Church Street, Lewisburg, WV  
304.647.6560

**Mercer County Campus**  
1001 Mercer Street, Princeton, WV  
304.425.5858

**Nicholas County Campus**  
6101 Webster Road, Summersville, WV  
304.872.1236

**Raleigh County Campus**  
280 University Drive, Beaver, WV  
304.929.5450

**866.349.3739**  
**www.newriver.edu**

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# Medical Assisting (AAS)

### Program Overview

The two-year program in medical assisting prepares students to work in a variety of health care settings. Functions vary from facility to facility, but generally incorporate a mix of clinical and administrative responsibilities. Duties may include, direct patient care services, assisting with invasive and non-invasive procedures, administration of medications, medical record management, coding, billing, and office and staff management.

As a specific feature of the program, students complete extensive externships in physician offices, clinics, hospitals and related health care facilities. Throughout the externships, students are under the supervision of a physician.

Following completion of the New River CTC Medical Assisting AAS degree, graduates may sit for the National Certification Examination for Certified Clinical Medical Assistant (CCMA). Successful completion of this examination will enable graduates to work in states across the nation.

The program accepts one Medical Assisting class each year. Students must maintain a minimum grade of "C" in all Medical Assisting (MAST) and Medical Billing and Coding (BICO) coursework, MATH 102, BIOL 105/106, and an overall GPA of 2.0 within the institution.

To be eligible for admission into this program, students must:

- Meet general admission requirements for New River Community and Technical College.
- Have maintained an overall high school grade point average of 2.5 or better on a 4.0 grade scale, or a 4.0 on each of the TASC or GED subtests and an average score of 45.
- Students exceeding these academic standards and course requirements will be given first priority.
- Undergo background check and drug screening

**Job Outlook:** Graduates are qualified to accept positions in medical offices, clinics, health maintenance organizations, insurance companies, hospitals, ambulatory care centers or any other healthcare entity where their broad basic skills are applicable.

New River CTC is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools. • 800-621-7440 • [www.ncahlc.org](http://www.ncahlc.org)

New River Community and Technical College does not discriminate on the basis of race, color, national origin, ancestry, sex, sexual orientation, age, religion, blindness or disability in its educational programs or in admission to, access to, treatment in, or employment as required by applicable state and federal law.

The offices listed below have been designated to handle inquiries regarding the nondiscrimination policies relating to disabilities or sex discrimination, Americans with Disabilities Act of 1990, Section 504 of the Vocational Rehabilitation Act of 1973 and Title IX. Inquiries from current and prospective students: Allen Withers, Ph.D., Vice President of Student Services, Phone: 304.929.5011 Inquiries from Employees/Visitors/Third Parties: Leah Taylor, Vice President of Administrative Services, Phone: 304.929.6701

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