



Subject: Information for the Medical Assisting Program

Dear Prospective Student,

Thank you for your interest in the **Medical Assisting Program** at Mitchell Community College. Applications are accepted from March 1<sup>st</sup> until the seats are filled. Graduates receive a **Diploma** in Medical Assisting and may be eligible to write the American Association of Medical Assistants (AAMA) certification exam. Graduates may continue their education to obtain the Associate of Applied Science in Medical Assisting degree. The application process is as follows:

- Complete the Mitchell Community College application.
- Send all official high school and college transcripts to Mitchell Community College Admissions Office.
- Set an appointment with your assigned advisor to determine your eligibility to apply to the program.
- If eligible to apply, complete the additional, specific Medical Assisting Program application with your assigned faculty advisor.

***Please remember, completion of general college admission requirements does not constitute application to the Medical Assisting Program.***

Thank you again for your interest in our program. If you have general questions concerning admission to the College, please contact one of the General Admission Specialists at (704) 878-3200; or if you have specific questions concerning the Medical Assisting Program, please feel free to contact the Division office at (704) 878-4260.

Sincerely,

Laura Russell AAS, CMA (AAMA)  
Medical Assisting Program Chair  
Lrussell2@mitchellcc.edu  
(704) 978-5424

Enclosures



## Medical Assisting ADMISSION REQUIREMENTS

The Department of Health Sciences understands and accepts the concept of the open-door policy for general admission to Mitchell Community College. Admission to the College does not, however, guarantee admission to any health sciences program. In addition to the College's requirements for admission, the following are minimum requirements for admission to the Medical Assisting Program:

- 1. Mitchell Community College Application:** Applicants must complete the College application for admission and submit to Student Services.
- 2. High School or high school equivalency transcript:** Graduation from a high school as specified under admission requirements for degree seeking students, complete high school transcript, or equivalent as established by a high school equivalency test.
- 3. College Transcripts:** Official transcripts from all previously attended colleges must be received by the College. Grades less than C are not transferable into the Medical Assisting program. MED prefix coursework may be transferrable if it is from a CAAHEP accredited program and current within five years. Anatomy and Physiology (BIO 163) must be current within five years. There is no provision for advanced placement or experiential learning in this program. Students requesting MED prefix course transfer credit must demonstrate proficiency through competency testing for MAERB Cognitive, Psychomotor and Affective Domains. If the student is unable to demonstrate competency, the course will need to be repeated in the Medical Assisting program.
- 4. Required GPA:** Applicants must have a minimum 2.0 cumulative grade point average. All course work toward the MED diploma and subsequent A.A.S. curriculum must be completed with a grade of C or better.
- 5. Medical Assisting Program Application:** All applicants must complete a program application and submit to the Program Specialist in the Division of Nursing and Health Sciences.
- 6. CPR Certification:** Applicants are required to have CPR certification by the American Heart Association at the BLS Provider level prior to enrolling in medical assisting clinical courses and remain current through the last day of the externship practicum.



- 7. Physical and Emotional Health:** Applicant will provide validation of satisfactory physical and emotional health and current immunizations prior to enrolling in medical assisting clinical courses. Required immunizations (externship agency requirement):  
MMR vaccine- 2 doses (measles, mumps, rubella) or positive titers  
Varicella vaccine- 2 doses or positive titer  
Tdap (tetanus, diphtheria, pertussis) one time and Td booster every 10 years  
Tuberculosis 2 step skin test (PPD), or negative TB Blood Test  
Hepatitis B vaccine (HBV) 3 doses or Heplisav-B 2 doses  
Influenza: current seasonal vaccine (recommended)
- 8. Background Check and Drug Screen:** Applicant must meet requirements as prescribed by clinical agencies for placement into the externship practicum. The student will bear this cost. If any clinical agency refuses to allow the student to participate in externship practicum experiences, for any reason, the student will not be able to complete the program.
- 9. Student must be 18 years of age prior to first day of the semester for the externship** (externship agency requirement).
- 10. Student must carry personal health insurance** (externship agency requirement).

Medical Assisting students must have the cognitive, psychomotor, and affective abilities needed to perform all activities as outlined in the **2015 Standards and Guidelines for Medical Assisting Educational Programs**. These abilities include, but are not limited to:

1. **visual** acuity to identify markings on a sphygmomanometer dial and absence of respiratory movement in a client in an emergency situation.
2. **hearing** ability to understand the spoken word and interpret sounds while using medical equipment.
3. **speaking** ability to be able to question the client about his/her condition and to be able to verbally relay information to others.
4. **physical** ability to perform procedures related to client care.
5. ability to interact with clients and others appropriately.

Medical Assisting is a limited enrollment program beginning each year in the fall. Students who have completed minimum requirements should submit the application beginning **March 1<sup>st</sup>** of each year. Qualified applicants will be accepted until the class is full. After that, an alternate list will be established. An alternate may be admitted to the program if an applicant originally accepted declines admission. The Program Chair will notify candidates of their *acceptance* or their placement on the alternate list in late April. The alternate list does not carry over to the next year; therefore, alternates who are not accepted must reapply to the Medical Assisting Program for the following year. No student is considered to be a medical assisting student at



Mitchell Community College until the student receives official, written notification of admission and the student enrolls in medical assisting courses.

The Medical Assisting Diploma program is accredited by the Commission on Accreditation of Allied Health Education Programs ([www.caahep.org](http://www.caahep.org)) upon the recommendation of the Medical Assisting Education Review Board (MAERB). CAAHEP, 25400 U.S. Highway 19 North, Suite 158, Clearwater, FL 33763, Phone (727) 210-2350; Fax (727) 210-2354. Email: [mail@caahep.org](mailto:mail@caahep.org)

**Please refer to the following if you have questions in these areas:**

**Admission:** [Admissions@mitchellcc.edu](mailto:Admissions@mitchellcc.edu)

**Advising:** [Advising@mitchellcc.edu](mailto:Advising@mitchellcc.edu)

**Disability and Accessibility Services:** [MElder@mitchellcc.edu](mailto:MElder@mitchellcc.edu)

**Financial Aid:** [FinancialAid@mitchellcc.edu](mailto:FinancialAid@mitchellcc.edu)

**Registrar & Student Records:** [Records@mitchellcc.edu](mailto:Records@mitchellcc.edu)

**Student Support Services:** [StudentSupport@mitchellcc.edu](mailto:StudentSupport@mitchellcc.edu)

**Placement Testing:** [PlacementTest@mitchellcc.edu](mailto:PlacementTest@mitchellcc.edu)

Financial Aid (704) 878-5435

Admissions (704) 978-5493

The following general education courses may be taken prior to entering the **Medical Assisting Diploma** program with grade of C or better:

PSY 150	General Psychology
BIO 163	Basic Anatomy & Physiology
ENG 111	Expository Writing
MED 121	Medical Terminology I
MED 122	Medical Terminology II

The following courses may be taken and can be applied to the **Medical Assisting Associate Degree** with grade of C or better:

ENG 112	Research/Writing in the Discipline
BUS 137	Principles of Management
BUS 153	Human Resource Management
BIO 155	Nutrition
COM 231	Public Speaking
MAT 143	Quantitative Literacy



Elective: **(Choose one)**

- ART 111 Art Appreciation
- ART 114 Art History Survey I
- ART 115 Art History Survey II
- HUM 115 Critical Thinking
- MUS 110 Music Appreciation
- MUS 112 Introduction to Jazz
- PHI 215 Philosophical Issues
- PHI 240 Introduction to Ethics

To receive transfer credit, science courses must have been completed with a grade of 'C' or better within 5 years of admission to the Medical Assisting program. All courses must have a final course grade of "C" or better. BIO 168/169 Anatomy & Physiology I/II may be substituted for BIO 163 Basic Anatomy & Physiology if completed within the 5 year time frame, with a grade of "C" or better.

Graduates receive a **Diploma** in Medical Assisting and may be eligible to write the American Association of Medical Assistants (AAMA) certification exam. Graduates may continue their education to obtain the Associate of Applied Science in Medical Assisting degree. Medical assistants are employed in long-term care facilities, clinics, physician's offices, industry, and community agencies.

**Estimated Expenses Diploma**

<b>First Year Fall Semester</b>	<b>Estimated Cost</b>
Tuition In State \$76 per credit hour MED Courses (13 credit hours) General Education Courses (5 credit hours)	MED \$988 General Education \$380
Student Activity Fee \$2.50 per credit hour (1-8)	\$25 for 9 or more hours
Student Access Fee	\$25
Technology Fee \$3 per credit hour	\$48 for 16 or more credit hours
Accident Insurance Fee	\$1.25
Administrative Fee	\$10
Liability Insurance	\$13
Books	\$500
Castlebranch Background and Drug screen	\$89.50
Lab Fee MED 140	\$20
Stethoscope	\$25-100
Watch able to count seconds	\$25
<b>Semester Total</b>	<b>\$2224.75</b>



<b>First Year Spring Semester</b>	
Tuition In State \$76 per credit hour MED Courses (13 credit hours) General Education Courses (6 credit hours)	MED \$988 General Education \$456
Student Activity Fee \$2.50 per credit hour (1-8)	\$25 for 9 or more hours
Student Access Fee	\$25
Technology Fee \$3 per credit hour	\$48 for 16 or more credit hours
Accident Insurance Fee	\$1.25
Administrative Fee	\$10
Lab Fee MED 150	\$20
CMA Testing Fee	\$140
Scrub Uniform	\$50.90 includes embroidery
White Leather Shoes	\$35-80
CPR	\$40
Physical and Immunizations	varies
<b>Semester Total</b>	<b>\$1884.15</b>

<b>Summer Semester</b>	<b>No Nursing Classes</b>
Tuition In State \$76 per credit hour MED 260 (5 credit hours) MED 264 (2 credit hours)	MED \$532
Student Access Fee	\$3 per credit hour
Technology Fee	\$3 per credit hour
Accident Insurance	\$1.25
Administrative Fee	\$10
Mitchell Medical Assisting Pin (Optional)	\$0-45
<b>Semester Total</b>	<b>\$630.25</b>

Diploma estimated expenses are \$4694.15

#### **Estimated Expenses Associated Degree**

<b>Second Year Fall Semester</b>	
Tuition In State \$76 per credit hour BUS 137,ENG 112, MAT 143,HUM/Fine arts elective (12 credit hours)	General Education \$912
Student Activity Fee \$2.50 per credit hour (1-8)	\$25 for 9 or more hours
Student Access Fee	\$25
Technology Fee \$3 per credit hour	\$48 for 16 or more credit hours
Accident Insurance Fee	\$1.25
Administrative Fee	\$10
<b>Semester Total</b>	<b>\$1021.25</b>



<b>Second Year Spring Semester</b>	
Tuition In State \$76 per credit hour MED 272 (3 credit hours) BIO 155, BUS 153, COM 231 (9 credit hours)	MED \$228 General Education \$684
Student Activity Fee \$2.50 per credit hour (1-8)	\$25 for 9 or more hours
Student Access Fee	\$25
Technology Fee \$3 per credit hour	\$48 for 16 or more credit hours
Accident Insurance Fee	\$1.25
Administrative Fee	\$10
<b>Semester Total</b>	<b>\$1021.25</b>

Additional Associate Degree Option expenses are \$2042.50

***Fees and expenses noted are estimates and are subject to change.***

Mitchell Community College awards several financial aid options. To be considered, students must complete a free application for federal student aid available on the web at <http://www.fafsa.ed.gov> and a Mitchell Community College Scholarship Application available on the College's website or at the financial aid department in the Student Services Center. Students should direct any questions to the Financial Aid Specialist, at (704) 878-3255.



## Medical Assisting

### Diploma Program [D45400]

*optional +1* A.A.S Degree [A45400]

#### Curriculum Description:

The Medical Assisting curriculum prepares multi-skilled health care professionals qualified to perform administrative, clinical, and laboratory procedures. Course work includes instruction in scheduling appointments, coding and processing insurance accounts, billing, collections, medical transcription, computer operations; assisting with examinations/treatments, performing routine laboratory procedures, electrocardiography, supervised medication administration; and ethical/legal issues associated with patient care.

Graduates of CAAHEP-accredited medical assisting programs may be eligible to sit for the American Association of Medical Assistants' Certification Examination to become Certified Medical Assistants. Employment opportunities include physicians' offices, health maintenance organizations, health departments, and hospitals.

#### Curriculum by Semesters **DIPLOMA**

Fall Semester Course	Credit Hours
BIO 163	5
MED 110	1
MED 118	2
MED 121	3
MED 130	2
MED 140	5

Spring Semester Course	Credit Hours
MED 122	3
MED 131	2
MED 150	5
MED 270	3
ENG 111	3
PSY 150	3

Summer Semester Course	Credit Hours
MED 260	5
MED 264	2





- Medical Assisting is a full-time program of study; all students MUST complete the diploma first, regardless of any future plans to obtain the optional Associate of Applied Science (AAS) degree.
- Medical Assisting students are required by the accrediting agency to show current CPR certification at the American Heart Association BLS level (AHA).

**Additional courses for the OPTIONAL Associate of Applied Science (AAS) degree after the diploma:**

**OPTIONAL (+1) Second Year**

<b>Fall Semester Course</b>	<b>Credit Hours</b>
BUS 137	3
ENG 112	3
MAT 143	3
Humanities/Fine Arts Elective <b>(Choose one)</b> ART 111 Art Appreciation ART 114 Art History Survey I ART 115 Art History Survey II HUM 115 Critical Thinking MUS 110 Music Appreciation MUS 112 Introduction to Jazz PHI 215 Philosophical Issues PHI 240 Introduction to Ethics	3

<b>Spring Semester Course</b>	<b>Credit Hours</b>
BIO 155	3
BUS 153	3
COM 231	3
MED 272 Drug Therapy	3



## **Medical Assisting FAQs**

### **Where is the Medical Assisting program located?**

The Medical Assisting program is located at the Main Campus in Statesville, Health Sciences Building 706 Cherry Street.

### **Are all of the classes that I am required to take for Medical Assisting located at the Statesville Campus?**

MED classes are offered on the Main Campus, and General Education classes may be taken at the Statesville, or Mooresville Campus or online.

### **What is a Medical Assistant and what do Medical Assistants do?**

Medical Assistants are multi-skilled allied health professionals who are specifically trained to work in ambulatory settings, such as clinics, healthcare provider's offices and practices, performing administrative, laboratory, and clinical procedures.

### **What are the responsibilities of a medical assistant?**

The responsibilities of a Medical Assistant vary depending on the practice setting. Clinical duties include, but are not limited to, the following:

- Obtain medical histories
- Obtain and record vital signs
- Perform diagnostic testing
- Assist healthcare providers with examination procedures
- Prepare patients for minor surgical procedures
- Perform venipuncture, ECGs, injections
- Collect and process lab specimens

Administrative duties include, but are not limited to, the following:

- Insurance billing, coding, and bookkeeping
- Maintain, update, and file medical records
- Schedule appointments
- Process mail and handle correspondences
- Apply appropriate ethical and legal professional conduct.

### **How long does it take to complete the medical assisting program?**

The Medical Assisting program at Mitchell Community College is a one year full-time diploma program. The coursework is delivered in the classroom and lab and includes a clinical practicum experience. Academic demands including class, lab time, study and homework time, and clinical assignments necessitate an estimated 30-40 hours per week. The externship practicum is the "capstone course" of six-eight weeks, unpaid, 32-40 hours each week during summer semester.

**Is financial aid available?**

Mitchell Community College has financial aid available. Students who are interested in financial aid should apply using the Free Application for Federal Student Aid (FAFSA). Mitchell Community College scholarships require completion of the FAFSA and a separate application, available at the financial aid office in Eason Student Services building.

**How do I become certified as a medical assistant?**

Graduates of Mitchell Community College's Medical Assisting program may be eligible to take the Certified Medical Assistant certification examination through the American Association of Medical Assistants. Additional information can be obtained by accessing their website.

**What is the occupational outlook for medical assistants?**

According to the Bureau of Labor Statistics, employment of medical assistants is expected to grow 23 percent from 2014 to 2024, ranking medical assistants among the fastest growing occupations. As the healthcare industry expands due to technological advances in medicine and the growth and aging population, there will be an increased need for all healthcare workers. Medical assistants are projected to account for the large increase in new jobs and should have the best job opportunities since employers generally prefer those with formal training and certification.