



Dear Prospective Student,

Thank you for your interest in the Medical Assisting Diploma Program at Mitchell Community College. The process for admission to the Medical Assisting Program begins March 1 of each year.

Admission to the program is limited and applications are accepted until the class is full. The application process is as follows:

- Complete a Mitchell Community College application.
- Send all official college transcripts to Mitchell Community College Admissions Office.
- If required, complete any required developmental courses as needed with a "C" or better.
- After testing, you will meet with a counselor and be assigned an advisor.
- Set up an appointment with your advisor to complete the additional, specific Medical Assisting Diploma Program application with your assigned faculty advisor.

Please remember, completion of general college admission requirements does not constitute application or acceptance to the Medical Assisting Diploma 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 college admission counselors at (704) 878-3200; or if you have specific questions concerning the Medical Assisting Diploma Program that cannot be answered by the information posted on the web page or catalog, please feel free to contact the medical assisting office by email (best) mmarks@mitchellcc.edu or by phone at (704) 978-5424.

Sincerely,

Mary Marks, FNP, RMA (AMT)

Program Coordinator

Medical Assisting and Related Allied Health Programs

Medical Assisting

ADMISSION REQUIREMENTS

The Department of Nursing and 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. Admission to the Medical Assisting Program is limited.

In addition to the Mitchell Community College requirements for admission, the following are minimum requirements for admission to the Medical Assisting Program:

1. **Mitchell Community College Application:** Applicants must submit the College application for admission and meet all entrance requirements.
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. To be considered official, transcripts must be in a sealed envelope. Grades less than C are not transferable into the Medical Assisting program. Anatomy and Physiology must be current within the most recent five years and MED prefix coursework must be from another CAAHEP accredited program and current within the most recent five years. Students requesting MED prefix course transfer credits from other CAAHEP accredited programs will be asked to show proficiency through competency testing for MAERB Cognitive, Psychomotor and Affective Domains. If the student is unable to show competency in the Cognitive, Psychomotor and Affective Domains for the requested transfer course, 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:** Applicant must complete a program application and submit in a sealed envelope to the Program Specialist in the Division of Nursing, Natural, and Health Sciences.
6. **CPR Certification and First Aid:** Applicant must hold both American Red Cross First Aid Certification and CPR certification by the American Heart Association at the BLS level prior to enrolling in medical assisting clinical courses and current through the last day of the externship practicum. This certification must include hands-on skills components, AED use, and other lifesaving skills.
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 include:
 - 2 MMR vaccines (measles, mumps, rubella) or titers
 - Varicella vaccination or titer
 - 2-step tuberculosis skin test (PPD) or QuantiFERON Gold
 - Tdap within last ten years (tetanus, diphtheria, pertussis)
 - Hepatitis B immunization
 - Annual influenza immunization (strongly suggested)
7. **Background Check and Drug Screen:** Applicant will 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.
8. **Student must be 18 years of age prior to first day of the semester for the externship** (externship agency requirement).
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; resources such as clinical externship sites and faculty limit the number of applicants accepted into the program. Students who have completed minimum requirements should submit the application beginning **March 1st** of each year. The first eighteen (18) qualified applicants will be accepted for the fall 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 Coordinator 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.

While waiting to be accepted, applicants are encouraged to take BIO 163, ENG 111, CIS 110, BIO 155, PSY 150, BUS 137, MAT 143, COM 231, and one Humanities elective in advance.

No student is considered to be a medical assisting student at Mitchell Community College until the student receives official, written notification of admission as given by the Admissions Office 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) 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. E: mail@caahep.org

These General Education courses may be taken prior to entering the Medical Assisting Program:

- ENG 111 Writing and Inquiry
- PSY 150 General Psychology
- BIO 163 Basic Anatomy & Physiology
- CIS 110 Introduction to Computers
- BIO 155 Nutrition

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. Should the graduate desire, s/he may return at a later date to complete additional coursework required for the Associate of Applied Science degree. Medical assistants are employed in long-term care facilities, clinics, physician's offices, industry, and community agencies.

Estimated Expenses:

General Tuition:

In-State	\$76.00/credit hour
Out-of-State	\$268.00/credit hour
Student Activity Fee	\$2.50/credit hour up to 8 hours; 9+/\$25.00
Student Access Fee	\$25.00/semester
Administrative Fee	\$10.00/semester
Technology Fee	\$3.00/credit hour up to 16 hours
Student Accident Insurance	\$1.25/semester

Additional expenses for Medical Assisting Program: All costs are approximate.

FALL SEMESTER: The following classroom supplies are recommended all semesters:

(Cost varies: these supplies will be needed throughout the program)

- Large 3-ring notebook and notebook paper and/or notebooks
- Highlighter
- Pencils and **Black** ink pens

Expense Approximate Cost

Textbooks	\$500.00
Flash drive	\$10.00 (depends on size)
Liability Insurance	\$13.00
Physical examination/lab work	Varies
Immunizations and 2-step PPD for tuberculosis screening	Varies
Hepatitis B Vaccine (series of 3 injections)	approximately \$100.00/injection

SPRING SEMESTER

Expense Approximate Cost

Textbooks	\$350.00
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Each student must have at least one complete uniform purchased from specific vendor:

Uniforms: (*cost approximate*)

White lab coat (1)	\$25.00
Navy Scrub shirt (2)	\$20.00 each
White Pants (2)	\$25.00 each
White Duty Shoes	\$35.00 - \$80.00

(Shoes must be leather. Athletic shoes are permitted but must be white. **Absolutely no open back or open toe or canvas shoes are permitted**)

Watch with a second hand	\$10.00 - \$25.00
Stethoscope	depends on quality
AAMA certification examination fee	\$135.00 (collected with tuition)
Drug testing and Background Record check	\$94.50 required for placement at clinical facility.

SUMMER SEMESTER (Externship practicum)

Exam preparation textbook (purchase not required)

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Medical Assisting FAQs

Q. Where is the Medical Assisting program located?

A. The Medical Assisting program is located at the Statesville Campus in Statesville.

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

A. Yes, but while all of your MED classes will be on the Statesville Campus, classes like ENG, BIO, CIS, PSY (General Education classes) might be taken at the Mooresville Campus or Statesville Campus, as well as taken online.

Q. What is a medical assistant and what do medical assistants do?

A. 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.

Q. What are the responsibilities of a medical assistant?

A. The responsibilities of a medical assistant will 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
- 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.

Q. How long does it take to complete the medical assisting program?

A. 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.

Q. Is financial aid available?

A. Yes, 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.

Q. How do I become certified as a medical assistant?

A. 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.

Q. Do I need to be certified before I can obtain employment?

A. Graduates might find employment without the formal credential CMA (AAMA) difficult, as employers require certification.

Q. What is the occupational outlook for medical assistants?

A. 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.

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.

Major Required Courses

MED 110 Orientation to Medical Assisting	1 0 0 1
MED 118 Medical Law and Ethics	2 0 0 2
MED 121 Medical Terminology I	3 0 0 3
MED 122 Medical Terminology II	3 0 0 3
MED 130 Administrative Office Procedures I	1 2 0 2
MED 131 Administrative Office Procedures II	1 2 0 2
MED 140 Exam Room Procedures I	3 4 0 5
MED 150 Laboratory Procedures I	3 4 0 5
MED 232 Medical Insurance Coding	1 3 0 2
MED 260 MED Clinical Practicum	0 0 15 5

General Education Required Courses

BIO 163 Basic Anatomy & Physiology	4 2 0 5
ENG 111 Writing and Inquiry	3 0 0 3
PSY 150 General Psychology	3 0 0 3

Other Required Courses

CIS 110 Introduction to Computers	3 0 0 3
BIO 155 Nutrition	3 0 0 3

Curriculum by Semesters

DIPLOMA

Fall Semester	Credits
BIO 163	5
ENG 111	3
MED 110	1
MED 118	2
MED 121 (Fast track	3
MED 122 (Fast track	3
MED 130	2
CIS 110	3

Spring Semester

MED 131	2
MED 140	5
MED 150	5
MED 232	2
BIO 155	3
PSY 150	3

Summer Semester

MED 260	5
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- 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.
- The yellow highlighted courses can be completed prior to applying to the program.
- Medical Assisting students are required by the accrediting agency to show current CPR certification at the American Heart Association BLS level (AHA) and current Red Cross First Aid certification.

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

COM 231 Public Speaking	3	0	3
ENG 112 Writing/Research in the Discipline	3	0	3
MAT 143 Quantitative Literacy	3	0	3
MED 272 Drug Therapy	3	0	3
BUS 137 Principles of Management	3	0	3
Humanities/Fine Arts Elective	3	0	3

OPTIONAL (+1) Second Year

Fall Semester	Credits
COM 231	3
ENG 112	3
MED 272	3

Spring Semester

*MAT 143	3
BUS 137	3
Humanities/Fine Arts	3
<i>*MAT 143 requires successful completion of DMA 050</i>	