

Medical Assisting Program Application Packet



Richland College

DALLAS COUNTY COMMUNITY COLLEGES

Equal Opportunity Institution.

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CERTIFICATION PROGRAM FOR MEDICAL ASSISTING

Program Accreditation

Richland College has developed its Medical Assisting program on the *Essentials and Guidelines of the American Association of Medical Assistants (AAMA)*. The Richland College Medical Assisting program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), on recommendation of the Curriculum Review Board of the American Association of Medical Assistants' Endowment (AAMAE).

Commission on Accreditation of Allied Health Education Programs
35 East Wacker Drive, Suite 1970
Chicago, IL 60601-2208
(312) 553-9355

Certification of Program Completers

Upon completion of the program, Richland Medical Assisting graduates qualify to sit for the national certification examination to become a Certified Medical Assistant (CMA). Certification means that a person has passed a national examination based on national standards for Medical Assistants. Certification indicates to the employer that the Medical Assistant has mastered nationally approved skills and competencies. Certified Medical Assistants also tend to have greater job opportunities and wages. To become a Certified Medical Assistant, the candidate must be a graduate of an accredited Medical Assisting program and pass the national certification examination. Richland's faculty includes Certified Medical Assistants, and its curriculum is designed to provide the student with the skills measured in the certification examination.

Program Description

The program consists of four modules of study and two externships (clinical and administrative):

- General Studies Courses focusing on basic skills critical to the workplace. These courses include: Health Care Communications, Psychology of Human Relations, Medical Terminology, Human Disease/Pathophysiology, Medical Law and Ethics for Health Professionals, and Emergency Management;
- Medical Assisting Courses focusing on skills needed to assist the physician in the examining room and to perform routine tests including EKGs;
- Medical Laboratory Courses focusing on the skills needed to perform phlebotomy and routine laboratory tests such as blood and urine analysis;
- Medical Office Technology Courses focusing on skills required to manage patient services, billing, accounting, scheduling, transcription and medical records management;
- Practicum: Two non-paid externships totaling 160 hours in a selected health care agency or physician's office provide participants with the opportunities to practice and increase their mastery of skills required in the medical office, lab, and examining room. Prior to entering the practicum, qualified students must pass a program competency examination with a grade of eighty percent (80%) or above.

Program Goal

The goal of the Medical Assisting program is to provide qualified students with the knowledge, skills and behaviors required for entry-level competence in the multiple tasks and duties of a Medical Assistant. The American Association of Medical Assistants and the professional medical community that Richland College serves define these guidelines.

Program Modes of Delivery

The Medical Assisting program is offered as a Continuing Education (CEU) program, leading to a Richland College Continuing Education Program Certificate. The entire program is 768 contact hours in length. A participant can complete the program in one year of full-time study or two years of part-time study.

Program Mission

The Medical Assisting program is designed to provide students with quality, affordable and accessible healthcare education and training to produce job-ready individuals who fulfill the needs of healthcare employers and the community. To prepare competent entry level medical assistants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.

PROGRAM GUIDELINES

Admission Assessments*

Academic assessment tools assist applicants in determining if they have the skills to achieve program goals, objectives and competencies. With the information gained from the assessments, the Program Director can assist each applicant in developing an appropriate study plan.

1. Candidates must select one of the following two assessment tools:
 - A. Documentation of a "C" average or above in previous college course work.
 - B. Approved scores on the Richland College Accuplacer exam.
Reading Comprehension 78+ , Sentence Skills 80+ , Arithmetic 55+.
Because the purpose of the admissions criteria is to provide increased assurance of academic success, the Program Director has the authority to permit applicants with scores close to the above criteria to enroll in a maximum of two courses. If the applicant performs successfully in the course work, the admissions criteria may be waived.
Applicants who learned English as a second language will be referred to the Multicultural Center for assessment.
2. Applicants must demonstrate entry level computing skills and keyboard skills at a minimum of 25 words per minute (wpm) to enroll in the computer - related courses.
3. Applicants must have basic word processing skills (Microsoft Word).

** These are minimal requirements for admission. Individual courses have prerequisite requirements.*

Educational Prerequisites

Prerequisite

1. GED or high school education
2. Average of a C in previous college work or appropriate levels on Richland College assessments

Documentation

1. Copy of High School Diploma or GED
2. College Transcript

Fit for Duty Prerequisites

Prerequisite

1. Vision: to read medical documents
2. Hearing: to answer telephone calls
3. Dexterity: to create written documents, perform lab tests, transcribe notes
4. Ability to lift at least 30 pounds to assist patients, move equipment
5. Competency in English: to receive and give information

Documentation

- 1-5. Medical exam with recommendation from a licensed physician

Workplace Prerequisites

Prerequisite

1. Candidate must be a minimum of 18 years of age
2. Candidate must be physically able to perform the duties of a medical assistant.
3. Candidate must agree to abide by SCANS workplace competencies
4. Candidate must demonstrate personal qualities appropriate to the profession

Documentation

1. Drivers license or ID Card
2. Physical examination and current immunizations or proof of immunity (Tetanus, Rubella, Mumps, Varicella, Measles, Hepatitis B, and Tuberculosis screening)
3. Signed document of commitment
4. Validation of AAMA requirement that no one convicted of a felony may sit for the certification examination except by special permission from AAMA

Admission Process: Step-By-Step

Admission into the Medical Assisting program and enrollment into classes consist of four separate steps. If the candidate has a deficit in the prerequisites, the Program Director will provide guidance to overcome the deficit. The process is as listed below:

1. Candidate prepares the admissions packet obtained either from RichlandCollege.edu website or from the Admissions Coordinator when attending a Programs Information Session. Candidates are encouraged to discuss questions regarding the packet with the Admissions Coordinator at 972-238-6950. Packet includes:
 - A. The Admission Application Form
 - B. Documentation of Educational Prerequisites
 1. GED or high school diploma or foreign high school diploma must be evaluated by an approved agency as equivalent to a US diploma.
 2. College transcripts
 3. Admission assessment scores or previous college work
 4. Computer skills assessment or documentation of previous computer class

C. Documentation of Workplace Prerequisites

1. Candidate must be a minimum of 18 years of age
 2. Validation of a physical examination and current immunizations
 3. Validation of agreement to abide by the SCANS competencies
 4. Validation of AAMA requirement that no one convicted of a felony may sit for the Certification Exam except by special permission from AAMA.
2. Personal interview with the Program Coordinator, Lisa Smithart at (972) 238-6920 or Program Director, Shannon Ydoyaga at (972) 238-6117 to review the packet and complete the Applicant Program Plan.
 3. If approved by the Program Director, the candidate proceeds with the completion of the prerequisites including:

Validation of physical capabilities to perform the duties of a Medical Assistant is secured by having a physical examination and "fit for duty" approval by a licensed physician or nurse practitioner.

4. Required immunizations (or a serologic confirmation of immunity) include documentation of:
Tuberculosis Screening

One dose each of:

- Tetanus-diphtheria toxoid (td) within the last 10 years
- Rubella Vaccine
- Mumps Vaccine (if born after 1/1/57)
- Hepatitis B Vaccine (Series must be completed prior to patient contact)

At least two doses of:

- Varicella Vaccine, unless first dose was received prior to 13 years of age
- Measles Vaccine (if born prior to 1/1/57, must show vaccine administered after 1/1/68)

Please note: Applicants and students may refuse to take the vaccines by signing a waiver and claiming a religious, conscientious or medical exemption through the Department of Health. Externship offices which require immunizations will not be available to this student. Some externship sites require a drug test and/or a criminal background check. Each student is responsible for this expense. Students may be provisionally admitted to the program for one semester, but immunizations must be completed prior to the externship.

Transfers and Waivers

Applicants may transfer equivalent course work or work experience into this program. This equivalency must be in content, contact hours and competency. Any transfers or waivers must be approved by the Program Director. The process is initiated by completing the Richland College Continuing Education Waiver Form and attaching the appropriate documentation. Documentation may include completion of a final exam as given in the Medical Assisting classes at Richland College, and/or letters from employers and office managers where the applicant has worked. In unique circumstances, course work may be waived based on experience. In this case, the Program Director and faculty will design a tool to determine if the applicant's experiences are equivalent.

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T Education Grant (TPEG) is available to assist non-credit students. Applications can be picked up at the Continuing Education counter in Thunderduck Hall. The phone number is 972-238-6188.

Workplace (SCANS) Competencies

Five Competencies

Resources: Identifies, organizes, plans, and allocates resources

- A. Time - selects goal-relevant activities, ranks them, and allocates time, and prepares and follows schedules
- B. Money - uses or prepares budgets, makes forecasts, keeps records, and makes adjustments to meet objectives
- C. Material and Facilities - acquires, stores, allocates, and uses materials or space efficiently
- D. Human Resources - assesses skills and distributes work accordingly, evaluates performance and provides feedback

Interpersonal: Works with others

- A. Participates as Member of a Team - contributes to a group effort
- B. Teaches Others New Skills
- C. Serves Clients/Customers - works to satisfy customers' expectations
- D. Exercises Leadership - communicates ideas to justify position, persuades and convinces others responsibly, challenges existing procedures and policies
- E. Negotiates - works toward agreements involving exchange of resources, resolves divergent interests
- F. Works with Diversity - works well with men and women from diverse backgrounds

Information: Acquires and uses information

- A. Acquires and Evaluates Information
- B. Organizes and Maintains Information
- C. Interprets and Communicates Information
- D. Uses Computers to Process Information

Systems: Understands complex interrelationships

- A. Understands Systems - knows how social, organizational, and technological systems work and operates effectively with them
- B. Monitors and Corrects Performance - distinguishes trends, predicts impacts on system operations, diagnoses deviations in systems' performance and corrects malfunctions
- C. Improves or Designs Systems - suggests modifications to existing systems and develops new or alternative systems to improve performance

Technology: Works with a variety of technologies

- A. Selects Technology - chooses procedures, tools or equipment including computers and related technologies
- B. Applies Technology to Task - understands overall intent and proper procedures for setup and operation of equipment
- C. Maintains and Troubleshoots Equipment - prevents, identifies, or solves problems with equipment, including computers and other technologies

A Three-Part Foundation

Basic Skills: Reads, writes, performs arithmetic and mathematical operations, listens and speaks

- A. Reading - locates, understands, and interprets written information in prose and in documents such as manuals, graphs, and schedules
- B. Writing - communicates thoughts, ideas, information, and messages in writing; and creates documents such as letters, directions, manuals, reports, graphs, and flow charts
- C. Arithmetic/Mathematics - performs basic computations and approaches practical problems by choosing appropriately from a variety of mathematical techniques
- D. Listening - receives, attends to, interprets, and responds to verbal messages and other cues
- E. Speaking - organizes ideas and communicates orally

Thinking Skills: Thinks creatively, makes decisions, solves problems, visualizes, knows how to learn, and reasons

- A. Creative Thinking - generates new ideas
- B. Decision Making - specifies goals and constraints, generates alternatives, considers risks, and evaluates and chooses best alternative
- C. Problem Solving - recognizes problems and devises and implements plan of action
- D. Seeing Things in the Mind's Eye - organizes, and processes symbols, pictures, graphs, objects and other information
- E. Knowing How to Learn - uses efficient learning techniques to acquire and apply new knowledge and skills
- F. Reasoning - discovers a rule or principle underlying the relationship between two or more objects and applies it when solving a problem

Personal Qualities: Displays responsibility, self-esteem, sociability, self-management, and integrity and honesty

- A. Responsibility - exerts a high level of effort and perseveres towards goal attainment
- B. Self-Esteem - believes in own self-worth and maintains a positive view of self
- C. Sociability - demonstrates understanding, friendliness, adaptability, empathy, and politeness in group settings
- D. Self-Management - assesses self accurately, sets personal goals, monitors progress, and exhibits self-control
- E. Integrity/Honesty - chooses ethical courses of action

APPLICATION FOR ADMISSION

Last Name	First Name	Middle Name	Student Identification Number
Address		City	State
Home Phone		Work Phone and/or Cellular Phone	E-mail Address

Educational History

<u>School</u>	<u>Completion Date (Please attach transcripts to this application)</u>
High School	_____
College	_____
Special Training	_____ (explain)
Other than English, what languages do you speak fluently?	_____
What languages do you read and write fluently?	_____

Employment History

<u>Position</u>	<u>Employer</u>
_____	_____
_____	_____
_____	_____

Career Goals

- a. Explain why you are interested in the Medical Assisting Program.

- b. What personal attributes or skills do you bring to this program?

- c. What obstacles do you have in completing this program (financial, work schedule, etc.)?

- Attach documentation:
- | | |
|--|-------------------------------------|
| <input type="radio"/> Proof of age | <input type="radio"/> Proof of age |
| <input type="radio"/> Assessment scores or college transcripts | <input type="radio"/> Health form |
| <input type="radio"/> Student Document of Understanding | <input type="radio"/> Immunizations |

Applicant's Signature

Date

HEALTH SELF-EVALUATION CERTIFICATION

I understand it is my responsibility to update my health status changes (within 30 days of the occurrence of symptoms, disease, accident or infirmity) and that I may be required to submit medical clearance to return to the program.

Applicant's Printed Name

Applicant's Signature

Date

PHYSICAL HEALTH FORM

Health Form to be completed by physician or healthcare provider licensed to practice medicine in the state of Texas.

Hepatitis B Vaccine 1 _____
Vaccination Date: Vaccine 2 _____
Vaccine 3 _____

Varicella
Vaccination Date: Vaccine 1 _____
Vaccine 2 _____

MMR Vaccine 1 _____
Vaccination Date: Vaccine 2 _____

**Tetanus /
Diphtheria
Booster:** _____

Students who do not have records of immunizations may provide results of serologic tests to confirm immunity.

Tuberculosis Screening Date: _____ (attach results)
(TB tests are available for free in the RLC Health Center, T110.)

To do the job of a Medical Assistant, abilities required include vision to read documents, dexterity to perform lab tests, collect blood by venipuncture and capillary puncture, injections, handle or lift equipment, hearing to respond to telephone calls and ability to walk, stand, and lift up to 30 pounds to assist patients, and conduct administrative tasks.

I certify that the student (applicant) listed above is free from communicable disease and is physically capable of performing the job of a Medical Assistant. If the student has a communicable disease, the physician must disclose the type of disease. If the student wishes to be admitted or continued in the program, student must obtain consent from the external facilities expert panel as required under Chapter 85 of the Texas Health and Safety Code.

Physician's Printed Name

Physician's Signature

Date

Physicians Stamped Address:
(or attached business card) →

Student Document of Understanding

I, _____, have examined the Foundational and Workplace (SCANS) Competencies required for the Medical Assisting program. I acknowledge their importance in the workplace and in college course work. I agree to pursue them as an integrated component in all of my course work. I certify that I have read this and understand its meaning. I also have been given the opportunity to ask questions regarding this statement.

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Convicted felons are not eligible for the Certification Examination unless the AAMA Certifying Board grants a waiver based on one or more of the mitigating circumstances listed in the Disciplinary Standards. See the Program Director for details.

Certified Medical Assistants (CMAs) employed or seeking employment must have current status in order to use the CMA credential. Sixty hours of continuing education every five years is required to keep your status current. I certify that I have read this and understand its meaning. I also have been given the opportunity to ask questions regarding this statement.

• • • • • • • • •

I understand that if I miss more than 10% of a class, I may not be able to make it up and will have to retake the class. I also understand that if I am chronically tardy to class, points may be taken off my final grade and/or it may be added to the 10% of hours missed in class. The syllabus will explain the method the instructor will use to determine the grade. He/She will determine if the absence can be excused. I certify that I have read this and understand its meaning. I also have been given the opportunity to ask questions regarding this statement.

• • • • • • • • •

I understand that I may have to complete a background check and drug screen at my own expense, estimated to be \$80.00 and provide proof of health insurance if requested by my clinical site. I also understand that I will be required to pay for liability insurance through Richland College, estimated cost \$18.00. I also understand that the clinical externship must be paid for as a class. The cost of each externship is \$150.00 for a total of \$300.00.

I understand that prior to the first clinical class that I will be required to (1) provide proof of immunization or serologic proof of immunity for Hepatitis B, Measles, Mumps, Rubella, Varicella (Chickenpox), and Tetanus-diphtheria at my own expense; (2) be tested for TB annually; and (3) have a current CPR for Health Professionals card. The Hepatitis B immunization series can take 4 to 6 months and must be started at the beginning of the program, if not already completed.

Applicant's Signature

Date

APPLICANT PROGRAM PLAN FORM

Last Name	First Name	Middle Name	Social Security Number
Address		City	State
Home Phone		Work Phone and/or Cellular Phone	

PLEASE COMPLETE THE FOLLOWING:

a. I intend to be a:

Full-time student _____ Part-time student
 _____ Day-time classes preferred _____ Evening/weekend classes preferred

b. I intend to complete the program in: _____ Semester _____ Year

Please list the courses in the order you plan to enroll.

Semester	Year	Courses
_____	_____	Medical Terminology
_____	_____	Human Behavior
_____	_____	Human Disease/Pathophysiology
_____	_____	Healthcare Communications
_____	_____	Medical Law and Ethics
_____	_____	Medical Office Procedures
_____	_____	Medical Insurance
_____	_____	Pharmacology for Office Personnel
_____	_____	Computers in Healthcare
_____	_____	Procedures in a Clinical Setting
_____	_____	Advanced Medical Assisting Technology
_____	_____	Medical Assisting Lab Procedures
_____	_____	Electronic Medical Records
_____	_____	CMA Exam Review
_____	_____	Clinical: Medical Assisting Administrative
_____	_____	Clinical: Medical Assisting Clinical

Applicant's Signature

Date

Program Director's Signature

MAIL CMA Application

CMA Projected Test Date: Jan June Oct

Health Professions
Richland College

- Set up student ID number at Thunderduck Hall, room 160. This is also called a “Quick admit”
- Go for assessments in reading, writing and math at : Medina Hall 105 for Accuplacer testing or the Multicultural Center in Thunderduck Hall room 150. M105 or T150
- Go to Financial Aide for a TPEG application in Thunderduck Hall, room 130.
- For computer skills testing, go to the second floor of Thunderduck Hall on Friday or call for an appointment as indicated on the memo.
- Call and make an appointment to return the following documents to Program Administrator or Coordinator:
 - Program Application
 - Immunizations
 - High school diploma or transcripts
 - College transcripts

