

Medical Assisting Program

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The School of Mathematics/Science/Health Professions

Sabine Hall, SH205

Medical Assisting Program Application Packet



Richland College

DALLAS COUNTY COMMUNITY COLLEGES

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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 Certified 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 successful completion of the program, Richland Medical Assisting completers qualify to sit for the Certified Medical Assisting 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 completer 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:

- English & Communications
 - Human Behavior
 - Medical Terminology
 - Human Disease/Pathophysiology
 - Medical Law and Ethics for Health Professionals
 - 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. Our goal is to prepare competent entry level medical assistants in the cognitive (knowledge), psychomotor (skills), and effective (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 Health Professions Admissions Coordinator 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 and have never taken **credit college-level course work in the United States** will be referred to the Richland College Multicultural Center for assessment.*

2. Applicants must demonstrate entry level computer skills 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

<u>Prerequisite</u>	<u>Required Documentation</u>
C. High school diploma or GED	1. Copy of High School Diploma or GED
D. Appropriate levels on Richland College assessments or passing grades of A, B, or C in previous credit college-level course work	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.-4. Medical exam with recommendation from a licensed physician
5. English language assessment in Richland College MultiCultural Center or credit college-level transcripts from within the United States

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 of the following:
 - Tetanus/Diphtheria/Pertussis (Tdap)
 - Measles/Mumps/Rubella (MMR)
 - Varicella (Chicken Pox)
 - Hepatitis B (3 injections)
 - Influenza/H1N1 (Seasonal)
 - Meningococcal
 - 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 Certified Medical Assisting Program and enrollment into classes consist of four separate steps. If the candidate has a deficit in the prerequisites, the Admissions Coordinator will provide guidance to overcome the deficit. The process is as listed below:

1. Candidate may obtain the admissions packet either the Richland College Health Professions Web site or from the Health Professions Admissions Coordinator when attending a Health Professions Programs Information Session. A candidate then completes and gathers the required documentation included and described in the admissions packet. Candidates are encouraged to discuss questions regarding the packet with the Admissions Coordinator at jamiec@dcccd.edu or in person. Packet includes:
 - A. The Admission Application Form
 - B. Student Documentation of Understanding
 - C. Documentation of age (Driver's license, passport, state ID)
 - D. Documentation of Educational Prerequisites
 1. High School Diploma, or GED, or foreign high school diploma that has been evaluated by an approved agency as equivalent to a US diploma.
 2. Admission assessment scores or previous college work:
 - a. Accuplacer or other college-level assessment test scores
 - b. Unofficial college transcripts from outside of the DCCCD showing successful completion of credit college-level course work
 - c. Computer skills assessment or documentation of previous computer class
 - E. Documentation of Workplace Prerequisites
 1. Candidate must be a minimum of 18 years of age
 2. Validation of a physical examination and current immunizations (School Health Exam)
 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 Certified Medical Assisting Exam except by special permission from AAMA.

Once the candidate submits all required program prerequisite documentation, they will be required to present the following to either the Admissions Coordinator or Program Director:

1. 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 (Health Evaluation Form included in the application packet.)
2. Required immunizations (or a serologic confirmation of immunity) including documentation of:
 - a. Meningitis vaccine if under the age of 30 (before authorization to register for first class)
 - b. Influenza
 - c. Tetanus/Diphtheria toxoid (td) within the last 10 years
 - d. Rubella Vaccine
 - e. Mumps Vaccine (if born after 1/1/57)
 - f. Tuberculosis Screening (available free to all students in the Richland College Health Center)
 - g. Current flu vaccine

At least two doses of:

Varicella Vaccine (Chicken Pox,) 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)

Hepatitis B Vaccine (series of three injections over a period of 4-6 months) must be completed prior to start clinical courses.) Student must show proof of first Hepatitis B injection before approved registration in first class or classes.

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. All 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 start of the program clinical classes and 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 to the competencies required in the course.

No more than **30%** of the program can be waived. Waiver must be requested before enrolling in the Medical Assisting program.

Financial Aid

Qualifying students may be eligible for financial aid. Prospective students begin the financial aid process by completing the FAFSA application for the current or upcoming academic year. Visit the www.fafsa.gov Web site and complete the application online. Once the Student Academic Report (SAR) has been processed, students should then print out the TPEG Application form from the DCCCD Web site with class information for which the students wishes to register for each semester.

The **Texas Public Education Grant (TPEG)** is available to *assist* non-credit students. The TPEG pays for tuition only, up to \$1500 for the academic year (Fall, Spring & Summer.)

The DCCCD Financial Aid Call Center phone number is 972-587.2599.

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
			Zip Code
Home Phone	Work Phone and/or Cellular Phone		E-mail Address

Educational History

School

Completion Date (Please attach transcripts to this application)

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

Position

Employer

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:

Proof of age

Assessment scores or college transcripts

Student Document of Understanding

Proof of age

Health form

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

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)

Students must attach records of immunizations or results of serologic tests to confirm immunity.

Varicella

Vaccination Vaccine 1 _____
Date: Vaccine 2 _____
(2 lifetime)

Influenza _____
Vaccine 1 _____ (annual)

**Tetanus /
Diphtheria
Booster:** _____
(every 10 years)

MMR

Vaccination Vaccine 1 _____
Dates: Vaccine 2 _____
(2 lifetime)

Meningitis Vaccine 1 _____
(if under the age of 30)

Hepatitis B
Vaccination _____
Date: _____
(3 lifetime)

Vaccine 1 _____
Vaccine 2 _____
Vaccine 3 _____

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

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.

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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 externship is a total of \$300.00.

• • • • • • • •

***I understand that if I am 29 years of age or younger, I am legally required to submit proof (original documentation) that I have received the Bacterial Meningitis immunization prior to registration into my first class or classes. New immunizations required by the State of Texas also include Influenza.

• • • • • • • •

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

Applicant's Signature

Date

Program Director's Signature

MAIL CMA Application

Applications must be mailed at least 3 months prior to program completion. Start this process at the beginning of your clinical courses.