



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 1st 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

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

Enclosure



ADMISSION REQUIREMENTS

The purpose of the Medical Assisting Program is “to prepare medical assistants who are competent in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains to enter the profession” (CAAHEP 2022 Standards and Guidelines).

Medical Assisting 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 the Medical Assisting diploma program. The Medical Assisting curriculum is structured as a 1+1 technical program that can lead to an A.A.S. degree. After successful completion of the practicum, the student graduates with a diploma in Medical Assisting and may be eligible to take the certification examination. In addition to the College’s admission requirements, the following are minimum requirements for admission into the Medical Assisting Diploma program:

- 1. Mitchell Community College Application:** Applicants must complete the College application process for admission.
- 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 from a CAAHEP accredited program and current within five years. 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 need repeated in the Medical Assisting Program.
- 4. Required GPA:** Applicants should have a minimum 2.0 cumulative grade point average.
- 5. Medical Assisting Program Application:** Applicant must complete program application and submit to the Health Sciences Office, Cherry Street.
- 6. CPR Certification:** Applicant must hold CPR certification (BLS for Healthcare Providers) by the American Heart Association or Red Cross, prior to enrolling in the practicum and must remain current through the last day of the practicum.



7. Physical and Emotional Health: Applicant will provide validation of satisfactory physical and emotional health and current immunizations after receipt of conditional acceptance and prior to final admission into the program.

Required immunizations include: (practicum agency requirement)

- 2 MMR vaccines (measles, mumps, rubella), or positive titers
- 2 varicella vaccines or positive titer
- One dose Tdap (tetanus, diphtheria, pertussis)/TD booster every 10 years
- 2-step tuberculosis skin test, or negative Quantiferon Gold TB, or equivalent
- Annual influenza immunization (strongly suggested)
- Hepatitis B immunization

NOTE: At times, practicum agencies may change the above requirements or require additional immunizations. Students are expected to meet and maintain compliance with all requirements of agencies throughout the duration of their enrollment even if they are not listed above.

8. Background Check and Drug Screen: Meet requirements as prescribed by practicum agencies for placement into the practicum. The student will bear this cost. If any agency refuses to allow the student to participate in practicum experiences, for any reason, the student may not be able to complete the program.

9. Student must be 18 years of age prior to first day of summer semester (agency requirement).

10. MED students are required to have an electronic mobile device with access to the Internet.

A limited number of openings exist in the Medical Assisting program. Admission consideration begins March 1 of each year to fill the fall class. Qualified applicants will be accepted for the fall until the class is full. After that, an alternate list will be established. Applicants must re-apply for each year they wish to be considered for admission, as Mitchell Community College does not use waiting lists for the medical assisting program. Students applying for re-admission are required to meet the current admission criteria. 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.

Notification process: Evaluated applicants will be notified via email of the results of the selection process. Alternates: Should space become available in the program, alternates will be contacted based on rank order.

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. Email: mail@caahep.org



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

Admission: Admissions@mitchellcc.edu

Advising: Advising@mitchellcc.edu

Disability and Accessibility Services: MElder@mitchellcc.edu

Financial Aid: FinancialAid@mitchellcc.edu

Registrar & Student Records: Records@mitchellcc.edu

Student Support Services: StudentSupport@mitchellcc.edu

Placement Testing: 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:**

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 general education courses may be applied to the **Medical Assisting Associate Degree:**

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 transfer 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

First Year Fall Semester	Estimated Cost
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	\$5
Liability Insurance	\$13
Books	\$500
CastleBranch Background and Drug screen	\$104.49
Lab Fee MED 140	\$20
Stethoscope	varies
Watch able to count seconds	varies
Semester Total	\$2109.74



First Year Spring Semester	Estimated Cost
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	\$5
Lab Fee MED 150	\$20
CMA Testing Fee	\$140
Scrub Uniform	\$50.90 includes embroidery
Shoes appropriate for healthcare	\$varies
CPR	\$60
Physical and Immunizations	varies
Semester Total	\$1819.15

Summer Semester	Estimated Cost
Tuition In State \$76 per credit hour MED 260 (5 credit hours) MED 264 (2 credit hours)	MED \$532
Student Access Fee	\$25
Technology Fee \$3 per credit hour	\$21
Accident Insurance	\$1.25
Administrative Fee	\$5
Mitchell Medical Assisting Pin (Optional)	\$0-45
Semester Total	\$584.25

Diploma estimated expenses are \$4512.89

Estimated Expenses Associated Degree

Second Year Fall Semester	Estimated Cost
Tuition In State \$76 per credit hour (12 credit hours)	\$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	\$36
Accident Insurance Fee	\$1.25
Administrative Fee	\$5
Semester Total	\$1004.25



Second Year Spring Semester	Estimated Cost
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	\$5
Semester Total	\$1016.25

Additional Associate Degree Option expenses are \$2020.50

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]

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.

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.

Medical Assisting Diploma Curriculum: 44 total semester credits

First Year- Fall Semester

Prefix	Course	Class	Lab	Credit
BIO 163	Basic Anatomy & Physiology	4	2	5
MED 110	Orientation to Medical Assisting	1	0	1
MED 118	Medical Law & Ethics	2	0	2
MED 121	Medical Terminology I	3	0	3
MED 130	Administrative Office Procedures I	1	2	2
MED 140	Exam Room Procedures I	3	4	5
Total Credits				18

First Year- Spring Semester

Prefix	Course	Class	Lab	Credit
MED 122	Medical Terminology II	3	0	3
MED 131	Administrative Office Procedures II	1	2	2
MED 150	Lab Procedures I	3	4	5
MED 270	Symptomatology	2	2	3
PSY 150	General Psychology	3	0	3
ENG 111	Expository Writing	3	0	3
Total Credits				19

Summer Semester

Prefix	Course	Class	Lab	Clinical	Credit
MED 260	MED Clinical Practicum	0	0	15	5
MED 264	Medical Assisting Overview	2	0	0	2
Total Credits					7



Medical Assisting Degree Curriculum *optional +1* A.A.S Degree
Second Year- Fall Semester

Prefix	Course	Class	Lab	Credit
ENG 112	Research/Writing in the Discipline	3	0	3
BUS 137	Principles of Management	3		3
MAT 143	Quantitative Literacy	2	2	3
HUM/Fine Arts Elective	Choose 1: 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		3
Total Credits				12

Second Year- Spring Semester

Prefix	Course	Class	Credit
COM 231	Public Speaking	3	3
BUS 153	Human Resource Management	3	3
BIO 155	Nutrition	3	3
MED 272	Drug Therapy	3	3
Total Credits			12

Grading Scale

Grading scale in MED courses will be determined as follows:

- A = 94 – 100
- B = 87 – 93
- C = 80 – 86
- D = 72 – 79
- F = 71 or below



Core Performance Standards for Admission and Progression

Standard	Example of activity or behavior
Interpersonal abilities sufficient to interact with co-workers, patients, families and persons from variety of backgrounds	Establish rapport with patients, families, and co-workers
Communication abilities sufficient for interaction with others in verbal and written form	Collect and document assessment data, explain treatments, procedures, obtain and disseminate information relevant to work duties
Mental/cognitive abilities sufficient to plan and implement assigned duties in responsible manner	Displays attitudes and actions consistent with ethical standards of medical assisting, including confidentiality, respect, tact, collaboration and teamwork
Physical abilities sufficient to maneuver in small spaces, lift and carry equipment up to 30 pounds, push and have sufficient fine motor dexterity for kneeling, bending, stooping, pinching, grasping and manipulating instruments and equipment	Move around exam room, administer CPR, transfer patients using stretchers and wheelchairs; lift and carry 30 pounds of weight safely
Gross and motor abilities sufficient to provide safe and effective patient care	Move, calibrate, pause equipment and supplies. Lift, transfer and position patients.
Auditory ability sufficient to monitor and assess health needs in person or remotely	Assess heart and lung sounds, assess blood pressure, hear sounds of instruments and equipment with or without corrective devices
Visual acuity sufficient for assessment, performance of office and clinical procedures and maintenance of environmental safety	Observe patient responses, monitor vital signs, read instruments, computer screens, identify reagents and lab media with or without corrective devices
Tactile ability sufficient for assessment and performance of clinical procedures	Perform palpation techniques such as bony landmarks, venipuncture sites, and differentiate between temperature and pressure variations
Emotional stability sufficient for performing the medical assisting role	Maintain calm and efficient manner in all situations; remain alert to surrounding and potential emergencies
Olfactory ability sufficient to perform medical office or clinical procedures	Distinguish drugs, liquids and/or chemicals

EXAMPLES ARE NOT ALL INCLUSIVE

In Compliance with the Americans with Disabilities Act, students must be with or without reasonable accommodations, physically and mentally capable of performing the essential functions of the program.



Occupational Risks

Medical Assisting is a profession with many rewards, as practitioners can perform both administrative and clinical services, filling several roles in a variety of healthcare environments. Medical Assistants work directly with providers and patients, with the goal of providing healthcare and ensuring patient safety. It is a great deal of responsibility.

As with any healthcare position, there are certain occupational risks that come into play with being a medical assistant, and those hazards include the following:

- Exposure to infectious diseases
- Sharps injuries
- Bloodborne pathogens and biological hazards
- Chemical and drug exposure
- Ergonomic hazards from lifting, sitting, and repetitive tasks
- Latex allergies
- Stress

At the same time, there are protections set up with the Occupational Safety and Health Act (OSHA), and those protections are particularly important within a healthcare environment. OSHA has series of standards that protect the safety of healthcare workers and patients.

The Mitchell Medical Assisting Program will teach about these specific hazards and on the job protocols to ensure a workplace culture that prioritizes safety.



Application for Medical Assisting Diploma (D45400)

Name: _____ Student #: _____ **Required**

Address/City: _____

Phone: _____

E-mail: _____@students.mitchellcc.edu "official" college email

Applications are accepted March 1 until all seats are filled and a reasonable number of alternates have been selected. Applicants will be informed of their status in time for early summer/fall registration. Completed applications must be brought to the **Nursing Office in the Kutteh Health Science Building, HSB 226 (706 Cherry Street)** for review along with an unofficial transcript showing all courses completed and in-progress.

GPA: _____ A minimum 2.0 or higher grade point average is required.
 Related general education courses that **may** be taken prior to application to the program:

Course	Grade
ENG 111 Writing and Inquiry	
PSY 150 General Psychology	
BIO 163 Basic A & P or BIO 168 and BIO 169	

General education courses that are accepted for transfer must have a minimum grade of "C" or better. **Science** courses must be within the most recent 5 years with a grade of "C" or better. **MED-prefix** courses must be within the most recent 5 years with a grade of "C" or better and from a CAAHEP-accredited program.

I know that submission of this application does NOT guarantee admission to the Medical Assisting program. I also know that all program graduates complete the Medical Assisting diploma first and then can return for the AAS at a later date.

Applicant Signature:

Date:

Advisor Signature:

Date: