

"Imagine Possibilities"



El Centro College

Medical Assisting

The Medical Assisting program is a 39 credit hour, 12-month curriculum designed to prepare individuals to perform the duties of a medical assistant who functions in an acute care clinical setting or physician's office in the areas of medical office administration, clinical lab procedures, and examination room. Graduates of the program are awarded a certificate of completion and are eligible to write the Certified Medical Assisting (CMA) credentialing examination offered by the American Association of Medical Assistants.

Acceptance to the Medical Assisting program is a first-come, first-served process during specific application filing periods. ***A potential applicant who has not completed ENGL 1301 and SPCH 1311 prior to application must be eligible to enroll in ENGL 1301 and SPCH 1311 with the first semester of Medical Assisting courses in order to apply to the program.***

The El Centro College Medical Assisting Program is accredited by the Commission on Accreditation of Allied Health Education Programs upon recommendation of the Curriculum Review Board of American Association of Medical Assistants Endowment (CRB-AAMAE). CAAHEP, 1361 Park Street, Clearwater, FL 33756, Phone: 727-210-2350, www.caahep.org.

This information packet contains specific application guidelines and requirements. By submitting an application packet, an individual verifies that he/she has read the packet thoroughly and understands the policies and procedures for application and acceptance to the program.

EQUAL EDUCATIONAL OPPORTUNITY

Educational opportunities are offered by the Dallas County Community College District without regard to race, color, age, national origin, religion, sex, disability, or sexual orientation.

APPLICATION REQUIREMENTS TO THE MEDICAL ASSISTING PROGRAM

Application to the Medical Assisting Program requires the following steps:

- Graduation from high school or successful completion of the General Education Diploma (GED).
- Application and current admission to a Dallas County Community College District (DCCCD) college.
- Attendance at a Medical Assisting program information session.
- Achievement of minimum reading and writing placement scores ***or*** successful completion of developmental reading and writing courses for enrollment into ENGL 1301 and SPCH 1311 if those courses were not successfully completed prior to application.
- Achievement of minimum score on mathematics assessment testing.
- Submission of a complete application packet to the Health Occupations Admissions Office during a designated filing period.

- Revised 08/31/08 -

A. General Admission Requirements to the College

Applicants to the Medical Assisting program must be a high school graduate or have earned the General Education Diploma (GED) prior to application. Applicants must meet also college admission requirements in the Dallas County Community College District as outlined in the official college catalog at <http://www.ElCentroCollege.edu>.

B. Program Information Sessions

Potential applicants are required to attend a Medical Assisting information session where the program, application procedures, and acceptance policies are discussed in detail. Information sessions are held monthly at the El Centro campus; no reservation is necessary to attend. The Information Session schedule for the current semester is available in the El Centro College Health Occupations Admissions Office (Room P-101) at the Paramount Building (301 North Market), on our information line at 214-860-2272, menu item 3, and online at <http://www.elcentrocollege.edu/Programs/HealthLegalStudies/InfoSess.asp>.

C. Enrollment Eligibility in ENGL 1301 and SPCH 1311

There are no prerequisite courses required to apply to the Medical Assisting program. However, a potential applicant who has not completed ENGL 1301 and SPCH 1311 must be eligible to take those courses with the first semester of the Medical Assisting program in order to apply for admission to the program.

If a potential applicant has not completed those two courses with a grade of “C” or higher, they are required to take the Accuplacer Reading and Accuplacer Writing with writing sample tests at a DCCCD campus.

If a potential applicant’s Accuplacer Reading and Writing test results indicate that developmental courses in reading and/or writing will be required before enrollment into ENGL 1301 and/or SPCH 1311, **the applicant must complete the developmental coursework** and then be verified as eligible to enroll in those two courses in order to apply to the Medical Assisting program.

Applicants who have completed ENGL 1301 and SPCH 1311 with a grade of “C” or higher are not required to complete reading/writing assessment testing for program application.

D. Mathematics Assessment Testing

All potential applicants must also achieve a minimum score in mathematics assessment testing in order to apply to the Medical Assisting program. If an individual has successfully completed TSI math assessment requirements at the Accuplacer Math 1 or higher level, no further assessment testing is necessary for program application. **Students who were not required to complete math testing for TSI or who were TSI exempt must still meet math assessment testing for application to the program.**

Examples of acceptable math assessment tests and minimum scores are found below:

<u>TEST</u>	<u>MINIMUM SCORE</u>
Accuplacer Math 1	45
Accuplacer Math 2 (alternate TSI math test)	63
THEA Math	206
SAT Math	500
ACT Math	19

Testing referral forms to take the Accuplacer Reading, Writing and Math 1 test are obtained from the El Centro College Counseling Center at the main campus.

Retesting Policy

Applicants are allowed to test once on the designated math assessment tests listed above. Retests are usually not allowed on the reading and writing assessment tests. Medical Assisting applicants are allowed one retest on Accuplacer Math Test 1 if the student does not meet the minimum score of 45 on that particular test. Retests are not allowed on any other math assessment test listed previously.

If the applicant does not achieve the minimum score of 45 on the Accuplacer Math 1 retest, the applicant must comply with one of three options for a third and final test (again on Accuplacer Math 1) during that application filing period: a) enrollment and successful completion of a developmental math course; b) documented math tutoring; or c) enrollment and completion of "College Fresh Start" offered by the El Centro College Continuing Education Division. If an applicant is allowed the third opportunity to test and does not achieve the minimum score, the applicant will not be allowed to submit a Medical Assisting application during the current filing period and cannot test again until the following semester. There is no charge for the initial math test; however, each subsequent testing opportunity is a charge of \$10.00.

E. Application Packet Submission

Applicants must submit a complete application packet to the El Centro College Health Occupations Admissions Office either in person or by mail on or before the application filing deadline. **Incomplete packets will not be considered in the selection process and will be returned to the applicant.**

The Medical Assisting program application materials must be submitted in a 9x12 inch envelope and include the following items to be considered complete and valid:

1. A completed Medical Assisting Program Application form and the signed Statement of Student's Responsibility form (both obtained at the program information session).
2. Documentation of a minimum math assessment test score printed on a transcript or on a score sheet from the Assessment Center. (If the applicant has not completed ENGL 1301 and SPCH 1311, a copy of reading and writing scores are also required to verify eligibility to enroll in these courses.)
3. One official transcript from each college previously attended (if any) other than DCCCD colleges. (A DCCCD transcript is no longer required; continuing education transcripts are not required.)
 - **Separate official transcripts are required from each college attended** although that coursework may be printed on another transcript as transferred coursework.
 - **Students must submit a complete set of official transcripts to the Health Occupations Admissions Office with the application packet materials** although they may have already submitted official transcripts to admissions/registrar offices at other DCCCD campuses including the El Centro campus.
 - Unofficial transcripts and grade printouts such as WebAdvisor, advising reports, e-mails from instructors, and other such documents are not accepted as official transcripts.
 - If a college will only release an official transcript directly to El Centro, **the student must request that the transcript be mailed to the Health Occupations Admissions Office.** Documentation verifying the date the student requested the transcript (such as a copy of a transcript order form) must be included with the rest of their application packet materials.

The applicant is wholly responsible for ensuring that transcripts which are to be sent directly to the Health Occupations Admissions Office are received before an application filing deadline.

4. A photocopied catalog course description for each course taken outside the Dallas County Community College District which applies to the medical assisting curriculum (ENGL 1301, and/or SPCH 1311) and for which the student seeks transfer credit.

Course numbers on catalog course descriptions must match those on the transcript. Course descriptions should be marked on the photocopy. **Do not mark or highlight courses on official transcripts.** Course descriptions are not required for courses completed at a DCCCD campus.

5. The completed Physical Examination and Immunizations Record form (from this information packet) with documented immunizations recorded on or attached to the physical form. See the Addendum in the back of this information packet for specific guidelines.
6. A photocopy of the applicant's current "Healthcare Provider" level CPR card. Please note that the expiration date of the card must not occur before the end of the first semester of potential entry to a Health Occupations program. See page 10, item 6 under the General Information section of this information packet.
7. A photocopy of the student's high school diploma, high school transcript, or GED certificate.

F. Application Filing Periods

The Medical Assisting program accepts two classes per year. The official application filing periods for each acceptance period are as follows:

Official application filing period for Fall semester (late August) admission:

January 1 – May 31

Notification letters are mailed by July 1st.

Official application filing period for Spring semester (mid-January) admission:

August 1 – October 31

Notification letters are mailed by November 30th.

Complete application packets may be presented in person at the Health Occupations Admissions Office or mailed providing it is postmarked no later than an application filing deadline date.

NOTE: In the event that the last day of a filing period falls on a holiday or a Sunday when the campus is closed or when the post office does not postmark mail, complete application packets may be presented to the El Centro College Health Occupations Admissions Office *in person by 12:00 noon on the next regular business day.*

When submitting your application by mail, address your envelope containing complete application materials to:

Medical Assisting
Health Occupations Admissions
El Centro College
801 Main Street
Dallas, Texas 75202-3604

When submitting your application in person, bring your envelope containing complete application materials to:

Medical Assisting
Health Occupations Admissions Office Room P-101
Center for Allied Health and Nursing (Paramount Building)
301 North Market Street
Dallas TX 75202

A student who applies during an official filing period and who receives an acceptance letter is required to return a confirmation form within a specified timeframe to verify their space in the class.

Applications submitted during an official filing period are not “held over” to the next official filing period. Students who are not selected for admission the semester for which they apply or students who decline their acceptance for that semester must retrieve and resubmit their application packet by a specified date to reapply during the next application filing period.

Late Application Filing

Should any space remain in the Fall or Spring class after the initial selection procedure outlined above is completed, **late applications will be entertained during the following timelines:**

**Late Application filing for Fall spaces
June 1 – July 15**

**Late Application filing for Spring spaces
November 1 – December 15**

Students selected from the late applicant pool will be notified of acceptance status via email shortly after the late filing deadline. Spaces remaining in a Fall or Spring class after this late application procedure is completed will be filled on a first-come, first-served basis up until the first class day of the semester.

NOTE: Only applicants who are being offered a late space will be notified via email; all other late applications will be returned to the applicant for future submission. It should not be assumed that late application spaces will be available for every Medical Assisting fall or spring class.

G. Educational Planning

Although the Health Occupations Admissions Office advises potential applicants in regard to program admission requirements, individuals who have not yet applied or been accepted to a Health Occupations program are considered generic students and must follow general advisement and registration procedures in the Dallas County Community College District.

Initial Advisement

Students who are new to the college experience or who need assistance with placement testing, TSI issues, and registration for ENGL 1301 and SPCH 1311 courses must consult an academic advisor in the College Counseling Center. The student who has not completed college coursework may request a general Associate Degree plan from the Counseling Center as a starting point toward application to a Health Occupations program.

Transfer Course Evaluation / Educational Plan

Students presenting coursework completed outside the Dallas County Community College District for transfer as prerequisite or general support courses for a Health Occupations program should present the following materials to the Health Occupations Admissions Office at El Centro College:

- An Educational Plan request form available in the back of this information packet, at www.ElCentroCollege.edu/Programs/HealthLegalStudies/HealthOccAdmissions.htm, and in the Health Occupations Admissions Office.
- All official college transcripts (a DCCCD transcript is not required);
- A catalog course description taken from that college's catalog for each course to be reviewed for evaluation (course descriptions numbers must match those on the transcript; course descriptions are not necessary for DCCCD courses).

The courses will be evaluated by the Health Occupations Admissions Office and related college faculty and an Educational Plan will be prepared for the student. The Educational Plan is accepted as a "degree plan" for financial aid and VA benefit purposes.

The course evaluation/Educational Plan process is usually completed within 10-14 working days. **During peak times such as registration or after the close of the semester when faculty are unavailable, transfer evaluations may take as long as 30 days for review.** *The El Centro College Health Occupations Admissions Office and the Health/Legal and Continuing/Workforce Education Division reserves the right to accept or reject any coursework completed outside the DCCCD presented for transfer evaluation toward Health Occupations programs.*

Advanced Placement Credit, CLEP, and Credit by Examination

Advanced Placement ("AP") credit for ENGL 1301 is acceptable if the credit appears on a college transcript as ENGL 1301 equivalency. AP credit is awarded as "CR" credit in the degree plan and does not count toward grade point average calculation.

The DCCCD does not offer the CLEP test for ENGL 1301. However, a departmental exam at El Centro College may be available. To determine eligibility for the ENGL 1301 departmental exam, contact the Communications/Math/Developmental Studies Division at 214-860-2247 for more information.

Support Courses

Students are encouraged to complete the general education support courses included in the Medical Assisting curriculum (ENGL 1301 and SPCH 1311) prior to entrance into the program, particularly if the student plans to work while enrolled or has significant family responsibilities.

NOTE: MDCA 1313 – Medical Terminology is not accepted in transfer from any other colleges including those in the Dallas County Community College District.

CURRICULUM OVERVIEW – MEDICAL ASSISTING PROGRAM – Fall Entry

	Lec Hrs	Lab Hrs	Ext Hrs	Cont Hrs	Cr Hrs
<u>SEMESTER I - Fall</u>					
ENGL 1301 Composition I +	3	0	0	48	3
SPCH 1311 Introduction to Speech Communication +	3	0	0	48	3
MDCA 1313 Medical Terminology *	3	0	0	48	3
MDCA 1409 Anatomy & Physiology for Medical Assistants	4	0	0	64	4
MDCA 1205 Medical Law and Ethics	<u>2</u>	<u>0</u>	<u>0</u>	<u>32</u>	<u>2</u>
Total Hours Semester I	15	0	0	240	15
 <u>SEMESTER II - Spring</u>					
MDCA 1443 Medical Insurance	4	0	0	64	4
MDCA 1421 Administrative Procedures	4	0	0	64	4
HITT 1311 Computers in Health Care	3	0	0	48	2
HPRS 2300 Pharmacology for Health Professions	<u>3</u>	<u>0</u>	<u>0</u>	<u>48</u>	<u>3</u>
Total Hours Semester II	14	0	0	224	14
 <u>SEMESTER III - Summer</u>					
MDCA 1417 Procedures in a Clinical Setting	3	2	0	80	4
MDCA 1352 Medical Assisting Laboratory Procedures	2	2	0	64	3
MDCA 2361 Clinical – Medical/Clinical Assisting	<u>0</u>	<u>0</u>	<u>10</u>	<u>160</u>	<u>3</u>
Total Hours Semester III	5	4	10	304	10
TOTAL PROGRAM HOURS =	34	4	10	768	39

+ ENGL 1301 and SPCH 1311 may be completed prior to program entrance otherwise these courses must be completed during the first semester of the Medical Assisting program.

Although SPCH 1311 is the preferred course, SPCH 1315 – Fundamentals of Public Speaking is also accepted.

* The MDCA 1313 – Medical Terminology section required is specifically designed for the Medical Assisting program and **cannot be taken before acceptance to the program or transferred from another college or university including colleges in the DCCCD.**

If an applicant completes MDCA 1313 at another college or at El Centro College prior to admission to the program, the course will not be accepted toward the Medical Assisting degree plan and the student must enroll and complete the specific section of MDCA 1313 with the Medical Assisting curriculum.

A minimum grade of “C” is required in all courses.

MDCA 2361 – Clinical – Medical/Clinical Assisting is the Capstone experience for the Medical Assisting program.

CURRICULUM OVERVIEW – MEDICAL ASSISTING PROGRAM – Spring Entry

	Lec Hrs	Lab Hrs	Ext Hrs	Cont Hrs	Cr Hrs
<u>SEMESTER I - Spring</u>					
ENGL 1301 Composition I +	3	0	0	48	3
SPCH 1311 Introduction to Speech Communication +	3	0	0	48	3
MDCA 1313 Medical Terminology *	3	0	0	48	3
MDCA 1409 Anatomy & Physiology for Medical Assistants	4	0	0	64	4
MDCA 1205 Medical Law and Ethics	<u>2</u>	<u>0</u>	<u>0</u>	<u>32</u>	<u>2</u>
Total Hours Semester I	15	0	0	240	15

SEMESTER II - Summer

MDCA 1417 Procedures in a Clinical Setting	3	2	0	80	4
MDCA 1352 Medical Assisting Laboratory Procedures	<u>2</u>	<u>2</u>	<u>0</u>	<u>64</u>	<u>3</u>
Total Hours Semester II	5	4	0	144	7

SEMESTER III - Fall

MDCA 1443 Medical Insurance	4	0	0	64	4
MDCA 1421 Administrative Procedures	4	0	0	64	4
HITT 1311 Computers in Health Care	3	0	0	48	3
HPRS 2300 Pharmacology for Health Professions	<u>3</u>	<u>0</u>	<u>0</u>	<u>48</u>	<u>3</u>
Total Hours Semester III	14	0	0	224	14

SEMESTER IV – Winter Term (January)

MDCA 2361 Clinical – Medical/Clinical Assisting	0	0	10	160	3
TOTAL PROGRAM HOURS =	34	4	10	768	39

+ ENGL 1301 and SPCH 1311 may be completed prior to program entrance otherwise these courses must be completed during the first semester of the Medical Assisting program.

Although SPCH 1311 is the preferred course, SPCH 1315 – Fundamentals of Public Speaking is also accepted.

* The MDCA 1313 – Medical Terminology section required is specifically designed for the Medical Assisting program and **cannot not be taken before acceptance to the program.**

If an applicant completes MDCA 1313 at another college or at El Centro College prior to admission to the program, the course will not be accepted toward the Medical Assisting degree plan and the student must enroll and complete the specific section of MDCA 1313 with the Medical Assisting curriculum.

A minimum grade of “C” is required in all courses.

MDCA 2361 – Clinical – Medical/Clinical Assisting is the Capstone experience for the Medical Assisting program.

MEDICAL ASSISTING

PROFESSIONAL RESPONSIBILITIES

1. Collect and process specimens.
2. Perform tests of body fluids and other substances.
3. Assist with examinations and office clinical procedures.
4. Perform and monitor quality control.
5. Perform preventive, corrective maintenance and inventory of equipment and supplies.
6. Apply principles of safety and patient confidentiality.
7. Demonstrate professional conduct and interpersonal communication skills with patients, other health care professionals, and the public.
8. Recognize the responsibilities of other health care professionals and interact with them with respect for their job and patient care.
9. Apply basic scientific principles in learning new techniques and procedures.
10. Relate laboratory findings to common disease processes.
11. Establish and maintain continuing education as a function of growth and maintenance of professional competence.

ESSENTIAL FUNCTIONS

1. Communicate effectively in written and spoken English.
2. Comprehend and respond to both formal and colloquial English, person-to-person, by telephone and/or in writing.
3. Appropriately assess non-verbal and verbal communication.
4. Serve as the custodian of the medical record.
5. Possess sufficient eye-motion coordination to allow delicate manipulations of specimens, instruments, and tools.
6. Grasp and release small objects and be able to twist and turn knobs.
7. Interact with insurance companies, collection agencies, and other third-party payers.
8. Perform administrative and computer skills.
9. Read medical charts, graphs, and instrument/read-out devices.
10. Lift and move objects of at least 20 pounds.
11. Follow oral and written directions.
12. Possess a sense of touch and temperature discrimination.
13. Have adequate hearing to perform correctly all administrative and clinical duties assigned.
14. Prioritize requests and work concurrently on multiple tasks.
15. Possess and apply mathematical skills.
16. Meet deadlines and work effectively under time constraints.
17. Maintain alertness and concentration during a normal work period.
18. Apply knowledge, skills, and values learned from coursework and life experiences to new situations.
19. Show respect for self and others.
20. Work safely with potential chemical, radiologic, and biologic hazards using universal precautions.
21. Project an image of confidence and professionalism, including appearance, dress, natural fingernails with no adornment, no visible tattoos or body piercing other than earlobes.
22. Possess psychological health required for full performance of duties and utilization of abilities.
23. Recognize emergency situations, and take appropriate actions.
24. Perform duties assigned within the scope of practice for a medical assistant.

GENERAL INFORMATION

1. The Medical Assisting Program admits a class of 20-30* students each Fall and Spring semester at the El Centro College campus.

* The El Centro College Health/Legal and Continuing/Workforce Education Division reserves the right to make changes in program enrollment capacity

2. The Medical Assisting program is a full-time program comprised of lecture, skills lab, and externship experience. These courses are conducted during the daytime hours only, usually 2-4 days per week with the exception of the externship which involves clinic or physician's office according hours, Monday-Friday. Students who plan to work while completing the program, or students who have significant family responsibilities are encouraged to plan their schedules to accommodate the time commitment which this program will require. The demands of the Medical Assisting program suggest that a student may not be able to work full-time while enrolled in the program.
3. Students enrolled in the Medical Assisting program will be assigned clinical experience at various clinics and physician's offices throughout the Dallas area. Students are responsible for their own transportation to campus and to their respective clinical assignment site.
4. Students are encouraged to enroll in ENGL 1301 and SPCH 1311 prior to entrance into the Medical Assisting program if possible. Many students find that completing these courses first enables them to complete the program successfully while maintaining other responsibilities.
5. All applicants to the Medical Assisting program must comply with physical examination and immunization requirements and **submit the documentation with application materials** according to the guidelines in the Addendum of this information packet. **Physical examination forms and immunization records become the property of the Health Occupations Admissions Office and will not be returned or photocopied for the student; therefore, the student is instructed to retain a copy of these documents for their personal records.**
6. All applicants to the Medical Assisting program must be certified in cardiopulmonary resuscitation (CPR) at the "Healthcare Provider" level as designated by the American Heart Association. **A copy of the CPR card is submitted with application materials.** CPR classes are available through the El Centro College Continuing Education Division, the American Heart Association, American Red Cross, various hospitals, independent instructors, etc.
7. Clinical opportunities may be limited for students without Social Security numbers. If accepted to the program, a student must contact the El Centro College International Center Office (Room CM-60, telephone 214-860-2090) regarding eligibility to apply for a Social Security number before graduation from the program for future employment opportunities.
8. Some of the support courses for Medical Assisting (ENGL 1301, SPCH 1311, HPRS 2300) are offered online. Students without prior experience with Internet courses should take the Readiness for Education at a Distance Indicator (READI) test to see if they are a good candidate for online learning. Go to <http://ecc.readi.info> and log in as a New User. The current User Name is ECCFall2008 on the pull-down menu and the Password is student.
9. *Criminal Background Check / Drug Screening*

Effective August 2001 all students enrolled in Health Occupations programs are required by the Dallas/Fort Worth Hospital Council member facilities to undergo a criminal background check and drug testing prior to beginning their clinical experience. Students are responsible for all charges incurred (approximately \$85.00) for these screenings. This procedure is conducted *after* a student has been accepted to their respective program. Results of these screenings are forwarded to the El Centro College

Health/Legal/Distance and Continuing/Workforce Education Division for review and verification that a student is eligible to attend clinical rotation.

A clinical agency reserves the right to remove a student from the facility for suspicion of substance use or abuse including alcohol. The clinical agency reserves the right to request that a student submit to a repeat drug screening at the student's expense on the same day that the student is removed from the clinical facility. Failure to comply will result in the student's immediate expulsion from the clinical facility. Furthermore, regardless of testing or testing results, a clinical agency reserves the right to expel a student from their facility.

NOTE: Should a student who has been accepted to a Health Occupations program be prohibited from attending a clinical rotation experience due to findings of a criminal background check and/or drug screening, the student may be dismissed from the Health Occupations program.

DRUG SCREEN:

The drug screen follows National Institute on Drug Abuse (NIDA) guidelines and screens for ten (10) substances as designated in the Substance Abuse Panel 10 ("SAP 10").

These substances are:

Amphetamines	Methadone
Barbiturates	Methaqualonedone
Benzodiazepines	Opiates
Cocaine Metabolites	Phencyclidine
Marijuana Metabolites	Propoxyphene

SAP 10 test results which fall outside of any of the acceptable ranges are considered positive test results and are automatically sent for a separate confirmatory test by a Gas Chromatography Mass Spectrometry (GCMS) method. If these results remain positive, the test results are sent to a Medical Review Officer ("MRO") which will entail an additional cost of \$25.00-75.00 to the student. The MRO will then contact the student to determine if there is a valid prescription for the drug in question. If a valid prescription exists and is verified, the test result will be deemed to the negative and acceptable.

CRIMINAL BACKGROUND CHECK:

The criminal background check reviews a person's criminal history seven (7) years previous to the date of program application. The check will include all cities and counties of the person's residency during that time period. The following histories will disqualify an individual from consideration for a clinical rotation:

- Felony convictions;
- Misdemeanor convictions or felony deferred adjudications involving crimes against persons (physical or sexual abuse);
- Misdemeanor convictions related to moral turpitude (prostitution, public lewdness/exposure, etc.);
- Felony deferred adjudications for the sale, possession, distribution, or transfer of narcotics or controlled substances;
- Registered sex offenders.

EXCEPTIONS:

If a licensing/registry body (i.e. Texas Board of Nursing) approves the individual to take the licensing/credentialing exam, the individual may participate in the clinical rotation.

The College may request an exception from the first clinical agency for a student with a felony deferred adjudication and no alternate recourse through a licensing/registry authority is necessary. Following approval from the first clinical agency, the student may progress as stated above.

For more information regarding the criminal background check and drug testing requirements, please contact Dr. LaCheeta McPherson, Executive Dean, Health/Legal Studies Division at 972-860-5097 or Suriya Sherriff-Edwards, Health and Legal Studies Coordinator at 972-860-5095.

10. Many clinical sites require students to provide documentation of personal healthcare insurance. Therefore, prospective students are advised to secure their own coverage. Information on college student policies and rates can be found at <https://www1.dcccd.edu/cat0608/ss/sd/insurance.cfm>.
11. Students who have been convicted of a felony may not be eligible to write the CMA exam. Contact the American Association of Medical Assistants at 1-800-228-2262 for more information.
12. Graduates from the El Centro College Medical Assisting program who wish to pursue the Associate Degree in Radiologic Technology will receive reciprocal credit for certain medical assisting courses toward Health Occupations Core Curriculum courses required in the Radiologic Technology program:

MDCA 1417 – Procedures in a Clinical Setting* → HPRS 1204 – Basic Health Professions Skills I
HPRS 1271 – Basic Health Professions Skills II

MDCA 1247 – Pharmacology/Admin of Medications* → HPRS 2300 – Pharmacology/Health Professions

* MDCA 1216 and MDCA 1217 from the previous Medical Assisting curriculum are also accepted for HPRS 1204 and HPRS 1271, respectively.
13. El Centro College students who are enrolled in 6 credit hours or more during a fall or spring semester and 3 credit hours or more during a summer semester are entitled to a free DART train/bus pass for that semester. DART passes are available two weeks after the semester begins. See the Cashier’s Office for details.
14. Individuals who were first-time college freshman students in Fall 2007 or after are subject to the guidelines of section 51.907 of the Texas Education Code which prohibits a student from dropping more than six (6) college level credit courses during their entire undergraduate career. For more information on the 6 Drop rule, see the official college catalog online at <https://www1.dcccd.edu/6drop>.
15. The Dallas County Community Colleges will charge a higher tuition rate for courses in which a student registers for the third or more times. The “Third Attempt” policy includes courses taken at any of the Dallas County Community Colleges since the Fall 2002 semester. Developmental courses are not considered in this policy. For more information regarding the DCCCD “Third Attempt” policy, please visit the following website: <http://www.dcccd.edu/ThirdCourseAttempt>
16. A student may apply to more than one El Centro College Health Occupations program during a given filing period. However, if the student receives an acceptance letter to a specific program, confirms their intent to enter that program, and registers for program courses, their application to any other Health Occupations program that may share that filing period will be null and void.

Further, an individual accepted for admission and currently enrolled in an El Centro College Health Occupations program may not apply or be considered for admission selection for another El Centro College Health Occupations program unless their current program of study will complete before the second

program curriculum begins. (Exception: An individual may apply to the Medical Laboratory Technology and Biotechnology programs in tandem to complete that dual degree.)

17. Students who are applying for Veteran Administration benefits through the financial aid office should request an “Educational Plan” from the Health Occupations Admissions Office. Contact Joan Ehlert at 214-860-2683 for more information.

18. Financial Aid

Students should contact the Financial Aid Office for application forms, filing procedures and deadlines. For a listing of area hospitals which offer financial assistance to students pursuing healthcare careers, please contact the Dallas/Fort Worth Hospital Council at 972-719-0717 to obtain their “scholarship booklet.” The Health/Legal Studies Office located in Room P-712 at 301 North Market Street also has information regarding scholarships and other financial assistance for health occupations students. Contact Suriya Sheriff-Edwards at 972-860-5095 for more information.

19. Please visit the website below for links to professional organizations and other information regarding the medical assisting profession: <http://www.ElCentroCollege.edu/MedicalAssisting/malinks.htm>

20. Please contact the individuals below for assistance (physical addresses):

Dr. Pat Moeck, Program Director
Medical Assisting
El Centro College/Paramount
301 North Market Street
Dallas TX 75202
Telephone: 972-860-5048
E-mail: PMoeck@dcccd.edu

Al Tolentino, Liaison Counselor
Health/Legal Studies Division
El Centro College/Paramount
301 North Market Street
Dallas TX 75202
Telephone: 972-860-5045
E-mail: ATolentino@dcccd.edu

Health Occupations Admissions Office
El Centro College/Paramount
301 North Market Street
Dallas TX 75202
Telephone: 972-860-5005
E-mail: HealthOccAdmissionsECC@dcccd.edu

Gary Peschka, Faculty Advisor
Health/Legal Studies Division
El Centro/Paramount
301 North Market Street
Dallas TX 75202
Telephone: 972-860-5037
E-mail: GPeschka@dcccd.edu

The official mailing address for all application materials, transcripts, and correspondence is:

Medical Assisting
Health Occupations Admissions
El Centro College/Paramount
801 Main Street
Dallas TX 75202-3604

Program guidelines are subject to change. Students are advised to obtain the latest program information packet from the El Centro College Health Occupations Admissions Office or the printable information packet on the website below.

Visit the Medical Assisting Program webpage at www.ElCentroCollege.edu/MedicalAssisting

Health Occupations webpage: www.ElCentroCollege.edu/HealthCareers

Health Occupations Admissions Office webpage: www.ElCentroCollege.edu/HealthOccAdmissions

ESTIMATED EXPENSES FOR THE MEDICAL ASSISTING PROGRAM – Fall Entry *

	<u>Dallas County Resident</u>	<u>Out of County Texas Resident</u>	<u>Out of State/ Country Resident</u>
SEMESTER I			
Tuition (15 credit hours)	\$ 615.00	\$ 1,140.00	\$ 1,815.00
Textbooks	423.00	423.00	423.00
Physical Exam and Immunizations **	225.00	225.00	225.00
CPR Certification	65.00	65.00	65.00
Professional Liability Insurance	<u>18.13</u>	<u>18.13</u>	<u>18.13</u>
Total Semester I	\$ 1,346.13	\$ 1,871.13	\$ 2,546.13
 SEMESTER II			
Tuition (14 credit hours)	\$ 574.00	\$ 1,064.00	\$ 1,694.00
Textbooks	<u>410.00</u>	<u>410.00</u>	<u>410.00</u>
Total Semester II	\$ 984.00	\$ 1,474.00	\$ 2,104.00
 SEMESTER III			
Tuition (9 credit hours)	\$ 369.00	\$ 684.00	\$ 1,089.00
Textbooks	75.00	75.00	75.00
Background Check/Drug Testing	84.00	84.00	84.00
Uniforms (2) ***	85.00	85.00	85.00
Shoes ***	45.00	45.00	45.00
Watch ***	35.00	35.00	35.00
Stethoscope & Blood Pressure Cuff ***	<u>65.00</u>	<u>65.00</u>	<u>65.00</u>
Total Semester III	\$ 758.00	\$ 1,073.00	\$ 1,478.00
 TOTAL ESTIMATED PROGRAM EXPENSE	 \$ 3,088.13	 \$ 4,418.13	 \$ 6,128.13

* Tuition reflects increase effective Spring 2009 semester. Tuition and other fees are subject to change. See official catalog for tuition table.

** Estimated cost of physical exam and immunization prices charged at the El Centro College Health Center.

*** These fees may vary with the individual.

See Accounting Office for Tuition Payment Plan option.

Other costs to consider: Transportation and Parking Fees to El Centro and clinical sites.

MEDICAL ASSISTING APPLICATION CHECKLIST

This checklist is provided to assist you in following the steps toward program application. It is not part of the application packet which is submitted with transcripts, etc.

1. Obtain Medical Assisting program information packet.
2. Attend a Medical Assisting program information session.
3. Complete a DCCCD application for college admission.
4. If you have not completed ENGL 1301 and SPCH 1311, see an academic counselor to determine assessment testing needs for placement into these courses.
5. Complete any reading and/or writing developmental courses if necessary before enrolling in ENGL 1301 and SPCH 1311.
6. Complete **one** of the math assessment tests below with a minimum required score:

<input type="checkbox"/> Accuplacer Math 1 (45+)	<input type="checkbox"/> SAT Math (500+)
<input type="checkbox"/> Accuplacer Math 2 (63+)	<input type="checkbox"/> ACT Math (19+)
<input type="checkbox"/> THEA Math (206+)	
7. Optional: Complete the following general education support courses prior to application if desired:

<input type="checkbox"/> ENGL 1301	<input type="checkbox"/> SPCH 1311
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8. If the above courses were taken at a college outside the DCCCD, verify transferability of these courses with the Health Occupations Admissions Office as needed.
9. Compile the following materials as your complete Medical Assisting application packet:
 Completed Medical Assisting application form (obtained at information session)
 Signed Statement of Students' Responsibility form (obtained at information session)
 Official transcripts from each college attended other than DCCCD colleges. (A DCCCD transcript is no longer required.) See page 3, section E, number 3 regarding specific instructions regarding official transcripts.
 Photocopied catalog course descriptions for any courses taken outside the DCCCD which apply to the Medical Assisting curriculum.
 Photocopy of high school transcript, high school diploma, or GED certificate.
 Physical Examination form and immunization documentation with photocopy of your CPR card attached.
 Copies of any request for course substitution forms (for evaluated transferred courses).
10. Place the above materials in a 9" x 12" envelope for submission either in person or by mail to:

MAILING ADDRESS:

Medical Assisting
Health Occupations Admissions
El Centro College/Paramount
801 Main Street
Dallas, TX 75202-3604

PHYSICAL ADDRESS:

Medical Assisting
Health Occupations Admissions – Rm P-101
El Centro College/Paramount
301 North Market Street
Dallas TX 75202

- Revised 08/31/08 -

ADDENDUM - PHYSICAL EXAMINATION AND IMMUNIZATION RECORDS

In order to comply with the Texas Administrative Code (Title 25 Health Services, Rules 97.61-97.72) regarding immunization records for students enrolled in health-related programs, the following guidelines are now in force for applicants to El Centro College Health Occupations programs. Health Occupations program applicants must present the following documentation with their application materials:

I. Physical Examination and Immunization Record Form

A physical examination and immunization record form is included with each program information packet. The completed physical form verified by a physician or nurse practitioner will document:

- the applicant's physical examination results which must be dated less than nine (9) months prior to the applicant's anticipated entry to the health occupations program; and,
- dates of all required immunizations and/or date of a positive titer result for each.

NOTE: If immunization records have been recorded on separate documentation such as a hospital printout, health department card, office call invoice, etc., a clear photocopy of that documentation may be attached to the Physical Examination and Immunization Record form.

A. Physical Examination

The physical examination form must be completed by a physician or nurse practitioner and documents the applicant's medical history, health questionnaire, and results of a general physical examination.

B. Tuberculosis Screening

An intradermal PPD (Mantoux) "skin" test is required for all applicants. The PPD must be current within nine (9) months of the applicant's anticipated entry into a health occupations program. When accepted to a health occupations program, a student must repeat the PPD every twelve (12) months for the duration of his/her enrollment in the program.

If the PPD indicates a positive reaction, documentation must indicate the induration of the test site and the applicant must also obtain a chest x-ray verifying the absence of active disease. Chest x-rays are valid for two (2) years. Individuals with a history of tuberculosis or positive PPD results should obtain a chest x-ray rather than the PPD.

C. Immunizations

An applicant must have completed the immunizations indicated below according to the indicated guidelines and schedules: Documentation of a titer (blood test) *with specific lab values* verifying immunity or seropositivity is also acceptable for Measles, Mumps, Rubella, Varicella and Hepatitis B.

1. Measles – Two (2) doses of measles vaccine is required either in a separate injection or in combination with mumps and rubella ("MMR"). Both measles immunizations must have been received after January 1, 1968. Individuals who were born prior to 01/01/57 are exempt from the measles immunization requirements.
2. Mumps – One (1) dose of mumps vaccine is required either in a separate injection or in combination with measles and rubella ("MMR"). Individuals who were born prior to 01/01/57 are exempt from the mumps immunization requirement.
3. Rubella – One (1) dose of rubella vaccine is required either in a separate injection or in combination with measles and mumps ("MMR"). Individuals born prior to 01/01/57 are not exempt from the rubella immunization requirement.
4. Tetanus/diphtheria – One (1) dose of T/d is required within the past ten (10) years.
5. Varicella (chickenpox) – Two (2) doses of varicella vaccine are required. However, if one dose was received before the age of 13, only one dose is required. A titer (blood test) is also accepted if the results indicate the presence of varicella antibodies. Individuals who have a history of varicella disease may present a *notarized statement* signed by his/her parent, guardian, physician, or school nurse as verification of varicella immunity.

6. Hepatitis B series – Three (3) doses of Hepatitis B vaccine are required per the timetable below:

Initial dose
2nd dose one month after the initial dose
3rd dose five months after the second dose

If an applicant fails to adhere to the above schedule, the series must be repeated from the first dose.

NOTE: If an individual has received the first two Hepatitis B injections with the third and final injection scheduled after an application filing deadline, the individual may submit their application materials, including the physical exam form and all other immunizations provided the third injection is completed on schedule with documentation forwarded immediately to the Health Occupations Admissions Office.

II. Exceptions

Exceptions from meeting certain immunizations requirements are allowed for such circumstances as medical conditions (i.e. pregnancy), religious beliefs, etc. Applicants must present documentation as indicated below. Requests for exceptions are reviewed on an individual basis.

A. Medical Exceptions

The applicant must present a statement signed by their physician with personal knowledge of the applicant's medical history. The statement must indicate in detail that a specific vaccine poses a significant health risk to the individual. If the statement requests exemption from the Hepatitis B series, the applicant must also complete a separate waiver form (available in the El Centro College Health Occupations Admissions Office) to accompany the physician's statement.

Unless the statement specifies that a lifelong condition exists, the exemption is valid for one year only from the date of the signed statement. The signed statement must be submitted with the applicant's Physical Examination and Immunization Record form.

B. Exceptions Based on Religious Belief/Reasons of Conscience

The applicant must obtain an Exclusion Affidavit from the Texas Department of State Health Services by submitting a written request and including the applicant's full name and date of birth. The written request must be mailed to the following agency:

Texas Department of State Health Services
Bureau of Immunization and Pharmacy Support
1100 West 49th Street
Austin Texas 78756

The affidavit form will be mailed to the applicant who must complete and sign the form which must include the basis for the exception. The affidavit will be valid for a two-year period. The signed affidavit must be submitted with the applicant's Physical Examination and Immunization Record form.

III. El Centro College Health Center Services

The El Centro College Health Center offers the PPD tuberculosis screening and many of the required immunizations at a reduced cost. Please call 214-860-2113 to make an appointment for immunizations. Chest x-rays and physical exams are not provided at the El Centro College Health Center.

Applicants are responsible for retaining a photocopy of all physical exam and immunization documentation for their personal records. Once this documentation is submitted and an applicant is accepted to a Health Occupations program, the documentation will not be returned to nor photocopied for the applicant.

IMMUNIZATION RECORD AND PHYSICAL EXAM FORM

Once submitted, this document and any immunization or lab result attachments are considered official student records and will not be returned or photocopied for the student's use. Students should photocopy this form and any attachments to retain with their personal records.

SOCIAL SECURITY NO. _____ / _____ / _____ DATE _____

NAME _____ BIRTHDATE _____
 _____ Last First Middle I.
 Month/Day/Year

ADDRESS _____
 _____ Street City and State
 ZIP _____

TELEPHONE () _____ () _____
 Home Business/Cell

I am applying to the _____
 Program.

HEALTH QUESTIONNAIRE - (To be completed by the applicant)

Do you have any physical limitations which would affect your ability to lift, turn, or transfer patients? Yes ____ No ____

Do you have any limitations in use of your senses, such as in sight or hearing, which would limit your ability to practice a health profession? Yes ____ No ____

Do you have any other condition which might interfere with your ability to practice a health profession? Yes ____ No ____

If you have answered "yes" to any of the above, please explain your limitations in detail on a separate sheet of paper.

List any medications you have been taking on a regular or frequent basis during the past year.

TUBERCULOSIS SCREENING

Documentation requires a **physician's signature** or verification from the Health Center.

Intradermal PPD (Mantoux) - within nine (9) months unless previously positive

Date _____ Results _____

 Physician's Signature

Chest x-ray - within one (1) year if PPD positive (Must also include positive PPD verification above.)

Date _____ Results _____

 Physician's Signature

IMMUNIZATIONS REQUIRED *

Dates of immunizations or dates of lab results with a copy of the lab values attached indicating seropositivity required. Each line requires a doctor's signature or verification from the Health Center. *

	Date of Immunization	If Seropositive, Date of Positive Titer	Doctor's Signature or Health Center Signature
1. Measles – 2 doses since 01/01/68 if born on or after 01/01/57; or positive Titer	#1		
	#2		
2. Mumps – 1 dose if born on or after 01/01/57; or positive Titer			
3. Rubella – 1 dose; or positive Titer			
4. Tetanus/diphtheria – 1 dose within past 10 yrs.			
5. Varicella (chickenpox) - 2 doses (only 1 if taken before age 13); or positive Titer	#1		
	#2		
6. Hepatitis B series ➤ 1 st initial dose ➤ 2 nd dose after 1 month ➤ 3 rd dose after 5 months			

* See attached appendix for details of immunization requirements.

NOTE: Physical exam form will not be accepted without doctor's signature or health center verification for each immunization and TB screening. The PPD screening, MMR, T/d, and Hepatitis B immunizations are available at the El Centro College Health Center **by appointment** at a reduced cost. **No student may begin clinical rotations without verification of immunization status.**

PHYSICAL EXAMINATION: To be completed by physician or nurse practitioner

NAME _____ DATE _____
Last First Middle Initial

HEIGHT _____ WEIGHT _____ TEMP _____ BLOOD PRESSURE _____ SEX _____

VISION _____ GLASSES _____ CONTACT LENSES R _____ L _____

HISTORY: Include any significant information regarding previous medical and surgical conditions, and use of alcohol and/or drugs.

GENERAL APPEARANCE:

3

PAGE 2 of

PHYSICAL EXAMINATION (cont.)

Normal	Check each item in appropriate column	Abnormal	Describe every abnormality in detail (attach sheet if necessary)
	Eyes - ears - nose - throat		
	Mouth - teeth - neck		
	Thyroid		
	Heart and vascular		
	Lungs		
	Abdomen and viscera		
	Hernia		
	Scars		
	Back, vertebrae		
	Genitalia		
	Pelvis with Pap Smear (optional)		
	Rectal, anus (optional)		
	Extremities		
	Skin		
	Neurological		

LABORATORY DATA: Specific lab findings, when necessary for diagnostic purposes.

<u>Name of Test</u>	<u>Results</u>
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PHYSICIAN RECOMMENDATION

Based upon your physical examination, is the applicant free of any restrictions Yes ___ No

_____ in his/her ability to turn and/or move heavy objects? If "no," please describe:

Is the applicant able to see and hear adequately to practice a health care profession? Yes ___ No ___

If "no," please explain:

Is the applicant free of any pathological conditions either physical or mental which would interfere with the practice of a health profession? Yes ___ No ___
If "no," please describe:

Signature of Physician or Nurse Practitioner Date _____

Printed Name of Physician or Nurse Practitioner

