

"Imagine Possibilities"



# El Centro College

## Medical Assisting

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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](http://www.caahep.org).

**This information packet contains specific application guidelines and requirements. By submitting an application packet, an individual verifies that they have 1) read the packet thoroughly, 2) obtained all necessary documentation from designated website addresses, and 3) understands the policies and procedures for application and acceptance to the program.**

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#### 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.

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### ***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 required developmental reading and writing courses for enrollment into ENGL 1301 and SPCH 1311 with the first semester of the Medical Assisting program if those courses were not completed with a minimum score of "C" or higher in each prior to application to the program.
- 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 09/01/09 -

**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>.

***Initial Advisement***

Students who are beginning college for the first time or who need assistance with placement testing, TSI issues, and/or registration for prerequisite courses must visit with an academic advisor in the College Counseling Center as their first step toward future application to a health occupations program. The student who has not completed college coursework should request a general Associate Degree plan from the Counseling Center as a starting point toward application to a health occupations program.

**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. There is no charge for the initial Accuplacer tests.

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 required levels of developmental coursework, be verified as eligible to enroll in ENGL 1301 and SPCH 1311 before they 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
HESI A <sup>2</sup> Math section	70
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

Retests are not allowed on the reading and writing assessment tests; however, exceptions to that rule are under the jurisdiction of the College Counseling Office. 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. A fee of approximately \$10.00 is charged for each retest.

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. Evaluation of Previous Coursework**

To insure the transferability of ENGL 1301 and/or SPCH 1311 completed at colleges and universities other than Dallas County Community College District campuses, potential applicants to health occupations programs should have their coursework evaluated by the Health Occupations Admissions Office three to six months prior to the application deadline for their program of choice. **This procedure is especially important for students with coursework from colleges and universities outside the state of Texas.**

**NOTE: ONLY ENGL 1301 and SPCH 1311 or their equivalent courses will be considered for transfer toward the Medical Assisting program. MDCA 1313 – Medical Terminology is not accepted in transfer from any other colleges including those in the Dallas County Community College District.**

Transcripts and accompanying course descriptions will first be evaluated by the Health Occupations Admissions Office and, if necessary, be reviewed by respective college faculty for that course discipline. When all courses have been reviewed, an Educational Plan will be prepared for the student. The Educational Plan is accepted as a preliminary “degree plan” for student advisement, financial aid, and VA benefit purposes.

These evaluations are usually completed within 10-14 working days. **During peak times such as registration or after the close of the semester when faculty are unavailable, an evaluation may take as long as 30 days for review. Therefore, it is to the applicant’s advantage to request the Educational Plan at their earliest convenience prior to application to the program.**

*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.*

For more information on requesting evaluation of your previous coursework and the Educational Plan, download the guidelines and Request for Educational Plan form at the following link: <http://www.ElCentroCollege.edu/HealthOccAdmissions>.

*Credit by Examination, CLEP, and Advanced Placement Credit*

Credit through CLEP, High School Advanced Placement Exams and Credit by Examination may be awarded for a limited number of courses toward Health Occupations programs.

Advanced Placement (“AP”) credit for ENGL 1301 is acceptable if the credit appears on a college transcript as ENGL 1301 equivalency. A letter grade is not awarded for “AP” credit.

Detailed information regarding Advanced Placement, CLEP, and Credit by Examination can be found at <http://www.ElCentroCollege.edu/HealthOccAdmissions>.

**F. *Application Packet Submission***

**READ THE FOLLOWING INSTRUCTIONS CAREFULLY.** 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 every college previously attended** other than DCCCD colleges. (Dallas County Community College District transcripts, continuing education transcripts, and transcripts from outside the U.S. are not required.) **NOTE: The print date of a transcript must be less than three years old at the time of program application.**
  - **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 Medical Assisting application packet materials.*

**IMPORTANT NOTE:** Another complete set of official transcripts should also be submitted to the El Centro College Registrar’s Office if not submitted previously to another DCCCD campus.

- **Transcript photocopies issued to the student or issued by a registrar’s office are not acceptable as official transcripts.** 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 not release an official transcript to a student and must mail it 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 **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 descriptions may be photocopies or printouts from online catalogs. The 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.** Applicants are responsible for obtaining the physical form and immunization guidelines from the following link: [www.ElCentroCollege.edu/HealthOccAdmissions](http://www.ElCentroCollege.edu/HealthOccAdmissions). See also item number 5 under the General Information section on page 11 of this packet.
6. **A photocopy of the applicant’s current “Healthcare Provider” level CPR card.** 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 also item 6 under the General Information section on page 12 of this information packet.
7. **A photocopy of the student’s high school diploma, high school transcript, or GED certificate.**

**G. 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 1<sup>st</sup>.

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

August 1 – October 31  
Notification letters are mailed by November 30<sup>th</sup>.

**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 5:00 p.m. noon on the next regular business day.*

**To submit your application by mail,  
address your envelope to:**

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

**When submitting your application in person:  
bring your envelope to:**

Kim Sauls, Medical Assisting  
Health Occupations Admissions Room P-101  
Center for Allied Health & 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.*

**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/Program/Health/MA](http://www.ElCentroCollege.edu/Program/Health/MA)

**Health Occupations webpage:**  
[www.ElCentroCollege.edu/HealthCareers](http://www.ElCentroCollege.edu/HealthCareers)

**Health Occupations Admissions Office webpage:**  
[www.ElCentroCollege.edu/HealthOccAdmissions](http://www.ElCentroCollege.edu/HealthOccAdmissions)

## 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

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	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
 <u>SEMESTER II - Summer</u>					
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
 <u>SEMESTER III - Fall</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	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
 <u>SEMESTER IV – Winter Term (January)</u>					
MDCA 2361    Clinical – Medical/Clinical Assisting	<u>0</u>	<u>0</u>	<u>10</u>	<u>160</u>	<u>3</u>
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

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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 and Legal Studies 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 Medical Assisting applicants must comply with physical examination and immunization requirements and **submit the documentation with application materials. 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.** The Physical Examination Form and immunization requirements guidelines are available at:

<http://www.ElCentroCollege.edu/HealthOccAdmissions>.

6. All Medical Assisting applicants 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 program 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. Externship (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 **elcentro** 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

\$84.00) 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 Studies for review and verification that a student is eligible to attend clinical rotation. All background check and drug screening results become the property of the Health and Legal Studies Division and will not be released to the student or any other third party.

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.***

More information regarding the Criminal Background Check and Drug Screening procedure is found at:

<http://www.ElCentroCollege.edu/HealthOccAdmissions>.

10. All students accepted to the program will be required 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  
  
HPRS 2300 – Pharmacology for Health Professions → 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://www.1.dcccd.edu/6drop>.
15. The Dallas County Community College District charges 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 Kim Sauls at 972-860-5005 for more information.

18. Financial Aid

Students should apply for Financial Aid Office well in advance of program application. Information on filing procedures and deadlines is found at [http://www.elcentrocollege.edu/Student\\_Services/FinancialAid](http://www.elcentrocollege.edu/Student_Services/FinancialAid). For a listing of area hospitals which offer financial assistance to students pursuing healthcare careers, please contact the Dallas/Fort Worth Hospital Council at 972-719-4900 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 Sherriff-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.aama-ntl.org/>.

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

Sandra Alexander, Program Coordinator  
Medical Assisting  
El Centro College/Paramount  
301 North Market Street  
Dallas TX 75202  
Telephone: 972-860-5048  
E-mail: [SAlexander@dcccd.edu](mailto:SAlexander@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  
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Kim Sauls, Medical Assisting  
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301 North Market Street  
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**The official mailing address for all application materials, transcripts, and correspondence is:**

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

**ESTIMATED EXPENSES FOR THE MEDICAL ASSISTING PROGRAM – Fall Entry \***

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	<u>Dallas County Resident</u>	<u>Out of County Texas Resident</u>	<u>Out of State/ Country Resident</u>
<b>SEMESTER I</b>			
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>
<b>Total Semester I</b>	<b>\$ 1,346.13</b>	<b>\$ 1,871.13</b>	<b>\$ 2,546.13</b>
 <b>SEMESTER II</b>			
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>
<b>Total Semester II</b>	<b>\$ 984.00</b>	<b>\$ 1,474.00</b>	<b>\$ 2,104.00</b>
 <b>SEMESTER III</b>			
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>
<b>Total Semester III</b>	<b>\$ 758.00</b>	<b>\$ 1,073.00</b>	<b>\$ 1,478.00</b>
 <b>TOTAL ESTIMATED PROGRAM EXPENSE</b>	 <b>\$ 3,088.13</b>	 <b>\$ 4,418.13</b>	 <b>\$ 6,128.13</b>

\* 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

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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:  

<input type="checkbox"/> Completed Medical Assisting application form (obtained at information session)
<input type="checkbox"/> Signed Statement of Students' Responsibility form (obtained at information session)
<input type="checkbox"/> Official transcripts from each college attended other than DCCCD colleges. (A DCCCD transcript is no longer required.) See page 4, section F, number 3 regarding specific instructions regarding official transcripts.
<input type="checkbox"/> Photocopied catalog course descriptions for any courses taken outside the DCCCD which apply to the Medical Assisting curriculum.
<input type="checkbox"/> Photocopy of high school transcript, high school diploma, or GED certificate.
<input type="checkbox"/> Physical Examination form and immunization documentation with photocopy of your CPR card attached.
<input type="checkbox"/> 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:**

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

**PHYSICAL ADDRESS:**

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

- Revised 09/01/09 -