

"Imagine Possibilities"



El Centro College

Medical Staff Services

El Centro College of the Dallas County Community College District is pleased to offer the Medical Staff Services program, a sixty-four-credit-hour curriculum leading to the Associate Degree of Applied Sciences Degree. The program is designed to prepare individuals to perform the duties of the Medical Staff Services Coordinator in health care settings, including hospitals, managed care organizations, and credentialing organizations. Completion of the program meets criteria for future eligibility to sit for the credentialing examinations offered by the National Association of Medical Staff Services (NAMSS) for Certified Professional Medical Staff Management (CPMSM) and Certified Provider Credentialing Specialist. For more information on certification eligibility, please see the NAMSS website at <http://www.namss.org>.

The Medical Staff Services courses are offered through the Internet in a unique on-line format. Students may enroll in the general education support courses such as English 1301, Psychology 2301, etc. on-line or those courses may be completed at an accredited college or university convenient to the student's home.

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.

IS "ON-LINE" LEARNING A GOOD FIT FOR ME?

Internet courses are quite different from the traditional classroom environment. Take the Readiness for Education at a Distance Indicator test to see if you 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 and the Password is student.

APPLICATION REQUIREMENTS TO THE MEDICAL STAFF SERVICES PROGRAM

Application to the Medical Staff Services Program requires the following:

- Application and admission to a Dallas County Community College District (DCCCD) college.
- Completion of assessment testing as needed (see page two section B for specific information).
- Prospective students who have no previous college coursework are required to complete the ENGL 1301 - English Composition I prerequisite course prior to applying to the Medical Staff Services program due to the extensive writing assignment demands of the program. The remaining prerequisite courses (ITSC 1401 and HPRS 2231) may be postponed until program entry.
- Access to the Internet and have a general familiarity with computer applications including email, word processing, and on-line search engines.
- Submission of a complete application packet to the Health Occupations Admissions Office during a designated time period.

- Revised 08/31/08 -

A. GENERAL ADMISSION REQUIREMENTS TO THE COLLEGE

Applicants to the Associate Degree Medical Staff Services program must meet college admission requirements in the Dallas County Community College District as outlined in the official college catalog at <http://www.ElCentroCollege.edu>. Applicants must have earned either a high school diploma or General Education Diploma (GED) certificate in addition to complying with Texas Success Initiative (TSI) requirements (Texas residents only).

Students new to the Dallas County Community College District or former students who have not enrolled in courses in the DCCCD in the previous six months must **complete a DCCCD college application form**. See the instructions on page 3, section C *“Application to the Medical Staff Services Program”*.

B. ASSESSMENT TESTING

Texas residents must comply with state mandated TSI (Texas Success Initiative, formerly TASP) assessment testing in reading, writing, and mathematics. This includes students who have no previous coursework in writing, reading, or math based courses such as English composition, psychology, and college level algebra. TSI testing is required for these students to enroll into basic college courses and the Medical Staff Services program.

Residents in other states with no previous college level coursework or who have no previous coursework in writing reading or math based courses such as English composition, psychology, and college level algebra, must complete assessment testing at their local community college or university prior to application to the program.

Please refer to the appropriate category below for guidelines for TSI or placement testing requirements:

	TEXAS RESIDENTS with no previous college level coursework *	TEXAS RESIDENTS who are exempt from TSI requirements **	RESIDENTS OF OTHER STATES With no previous college level coursework +	RESIDENTS OF OTHER STATES With previous college level coursework +
TSI Testing required: Reading Writing (with essay) Math	Required			
Placement Testing in Reading skills required for enrollment into : ENGL 1301 MSST 1301		Required if student has not completed such courses as: ENGL 1301 PSYC 2301	Required	Required if student has not completed such courses as: ENGL 1301 PSYC 2301
Placement Testing in Writing skills (inc. essay) required for enrollment into : ENGL 1301 MSST 1301 SPCH 1311		Required if student has not completed such courses as: ENGL 1301 SPCH 1311	Required	Required if student has not completed such courses as: ENGL 1301 SPCH 1311
Placement Testing in Math skills required for enrollment into : MATH 1314 MATH 2342		Required if student has not completed such courses as: MATH 1314 MATH 2342 or calculus	Required	Required if student has not completed such courses as: MATH 1314 MATH 2342 or calculus

* Texas residents must test on all three TSI areas prior to application to the Medical Staff Services program for compliance with TSI.
 ** Texas residents are TSI exempt if they have completed at least three credit hours of college level coursework prior to Fall 1989; who have earned an Associate Degree or higher at a U.S. accredited college or university; have completed reading, writing, and math based courses at colleges in other states; or met TSI requirements in another approved manner.
 + Individuals must test on reading and writing prior to application to the Medical Staff Services program if ENGL 1301 or the transfer equivalent has not been completed; individuals who have not completed college algebra or statistics may apply to the program without first testing on math skills, but must test on math skills before placement into MATH 1314 or MATH 2342.

Please refer to the table below for sample testing instruments and the minimum scores for each to meet either TSI or placement requirements.

TEST INSTRUMENT	READING	WRITING Sentence Structure (SS) and Writing Sample (WS)	MATH College Level Math (CLM/M3) Elementary Algebra (M2) Intermediate Algebra (M3)
Accuplacer	78	SS = 80 <i>and</i> WS = 5 or 6	CLM = 64 <i>and</i> M2 = 69
THEA	230	220	270
ASSET	41	SS = 40 <i>and</i> WS = 5 or 6	M2 = 38 <i>and</i> M3 = 41
COMPASS	81	SS = 59 <i>and</i> WS = 5 or 6	M3 = 70

NOTE: If assessment test scores indicate that developmental coursework in reading, writing, and/or mathematics is required, those remediation courses must be completed before a student may enroll in corresponding courses. For example, if developmental writing courses are required, the student cannot enroll in ENGL 1301 – Composition I before remediation is completed and should wait to apply to the Medical Staff Services program. *However, students may be enrolled in Medical Staff Services courses such as MSST 1301 – Medical Staff Services I along with developmental math or English courses.* Texas residents must satisfy TSI requirements before a certificate of completion or a degree will be awarded. For more information regarding TSI requirements, consult an academic counselor or refer to the official college catalog at https://www1.dcccd.edu/cat0608/admiss/tasp_requirements.cfm?loc=5.

C. APPLICATION TO THE MEDICAL STAFF SERVICES PROGRAM

Follow these steps and compile the indicated documents for submission to the Health Occupations Admissions Office:

1. If you are not already a student at a Dallas County Community College District campus, you must make application to the college itself. This process is separate from applying to the Medical Staff Services program itself.

NEW STUDENTS TO THE DCCCD (including students not enrolled for the previous 12 months)

To apply for admission to El Centro College, go to <http://www.dcccd.edu/formspdf/admapp.pdf> to **download and print** a DCCCD application form and submit with your MSST application materials. **DO NOT APPLY ONLINE.** Students previously enrolled in the DCCCD who have not been enrolled in credit courses for the past 12 months (two long semesters) prior to entrance to the MSST program must also submit a DCCCD application.

CURRENT (ACTIVE) STUDENTS

If you are already a student in the DCCCD or have taken credit courses at a DCCCD campus within the past 12 months (two long semesters) prior to entrance to the Medical Staff Services program, you are considered an active student and a new DCCCD application is not required.

2. Include a clear, lightened photocopy of your driver license to submit with your Medical Staff Services application materials.
3. Complete the Medical Staff Services application form and the Statement of Student’s Responsibility form found in this information packet.

4. Submit an official transcript from *every college* previously attended 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.
5. A photocopied catalog course description for each course taken outside the Dallas County Community College District which applies to the Medical Staff Services curriculum (prerequisite courses and/or general studies courses) and for which the student seeks transfer credit and 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.
6. If you have not attended college before, an official high school transcript or photocopy of a G.E.D. certificate must be submitted.

Once these materials are received in the Health Occupations Admissions Office, any previous college coursework on transcripts will be reviewed and the student will receive an educational plan which will outline remaining courses to complete the Medical Staff Services program.

D. Application Filing Periods

There are two official filing periods per calendar year for entry into the Medical Staff Services program:

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

June 1 - August 15

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

September 1 - December 15

Complete application packets may be presented in person at the Health Occupations Admissions Office only during regular hours of operation. An application packet may also be 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 noon on the next regular business day.*

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

Pamela Farley, MSST Admissions
Health Occupations Admissions Office
El Centro College
801 Main Street
Dallas, Texas 75202-3604

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

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

Applicants are informed of their acceptance to the Medical Staff Services approximately 2-4 weeks following receipt of their application materials.

E. REGISTRATION PROCEDURE

Due to the unique nature of this on-line program, we allow some flexibility in scheduling classes. Although the curriculum indicates prerequisite courses (ITSC 1401, ENGL 1301, and HPRS 2231) are required before entrance to the program, students are allowed to begin the Medical Staff Services courses and take ITSC 1401 and HPRS 2231 later in the program if desired. **However, individuals without previous college coursework are required to have completed ENGL 1301 – Composition I with a grade of at least a B and to have some documented computer experience before being allowed to enroll in the Medical Staff Services courses.**

The on-line Medical Staff Services (MSST) courses are offered during the 16-week Fall and Spring semesters. Fall semester usually begins the last week of August and ends in mid-December. Spring semester usually begins in mid-January and ends in mid-May. Students are encouraged to complete general support courses (anatomy/physiology, psychology, English, etc.) during the summer semesters either in the DCCCD or at their local community college when MSST courses are on hiatus.

The Health Occupations Admissions Office coordinates the initial registration for a new Medical Staff Services student. Once all application materials are received, the student is contacted prior to the beginning of the registration period. After the student has been registered in their courses, the student receives a Registration Summary indicating tuition fees and the date the payment is due in addition to instructions for tuition payment and log-on procedures for “attending class.” NOTE: Once a student has completed at least six (6) credit hours at El Centro College, the student may be eligible to self-register on-line for subsequent semesters. The Health Occupations Admissions Office will outline a course completion plan to assist the student in progressing through the program in a timely manner.

F. TUITION PAYMENT OPTIONS

Students may pay their tuition by one of three methods:

1. Credit card via the online payment process using E-Connect ;

2. Cashier's check, money order, or personal sent to the El Centro College Accounting Office with a photocopy of your registration summary and the check writer's driver license;
3. Employer's check sent to the El Centro College Accounting Office with a photocopy of your registration summary and the student's driver license.

Cashier's checks, money orders, personal and employer's checks must be written for the exact amount as indicated on the Registration Summary and should be made payable to "El Centro College."

Installment Payment Plan

The Installment Payment Plan is now available for all students enrolled in DCCCD colleges. Students may apply for the Installment Payment Plan in person at the El Centro College Accounting Office or online. Under the payment plan, the student pays half of their total tuition for the semester plus a \$15.00 fee. The balance of the student's tuition is divided into two equal monthly payments. Students must apply for the Payment Plan after they have been registered in classes and before their tuition payment due date. The Payment Plan is available during the registration period prior to the official start date of the semester. The Installment Payment Plan is available only for the fall and spring semesters of the academic year.

For more information on tuition payment option, please see the following weblink to the DCCCD website:
<http://www.dcccd.edu/Future+Students/Paying+for+College/Payment+Plans.htm>

NOTE: *During early registration, tuition is due approximately two weeks after registration in DCCCD courses. Near the end of early registration (within 2-3 weeks of the start of classes), tuition will be due on the day of registration. If tuition is not paid by the due date on a registration summary, the classes will be dropped from the student's schedule. Students should be prepared to pay their tuition in a timely manner to insure they lock in their courses.*

G. TEXTBOOKS AND OTHER LEARNING MATERIALS

A list of textbooks for specific Medical Staff Services courses is included in the addenda section of this information packet. Instructors may designate supplemental textbooks at their discretion. Students may order their texts from on-line book vendors or from the DCCCD contracted bookstore, Follett. The Follett bookstore website is <http://www.Follett.com>. Textbooks are subject to change. **NOTE:** Some textbooks must be purchased from specific vendors.

Students are advised to order their textbooks at least 2-3 weeks prior to the beginning of a semester to insure they receive text materials before classes begin.

H. CLASS ATTENDANCE

Beginning the first day of the semester, students log-on to the ECampus website at <http://ecampus7dsc.dcccd.edu> to access their courses. The student's ID number, which is issued after initial registration and is printed on the registration summary, is used as the "user name" as well as the initial password. (After the initial log-in, the student is instructed to change their password.) After an on-line class orientation, assignments and examinations are posted on a weekly basis on the website. Instructors will e-mail students any specific guidelines for an individual course.

I. CREDIT FOR NAMSS INDEPENDENT STUDY PROGRAM

If a student has previously completed Module 1 and/or Module 2 of the NAMSS Independent Study Program, El Centro College will award college credit in exchange for the courses below:

NAMSS ISP MODULE

Module 1-Medical Staff Office Administration

Module 2-Medical Terminology

MEDICAL STAFF COURSE

HPRS 2231-General Health Professions Management

HITT 1305-Medical Terminology

Students who have completed one or both of these modules should submit their certificate of completion for each module to the Health Occupations Admissions Office. The student may be required to enroll in HDEV 0100, a 3-credit-hour portfolio review course and the vehicle by which college-level credit may be awarded for non-traditional learning. A student may receive credit for both modules during one semester by enrolling in HDEV 0100. Credit is awarded only after a student is enrolled in the Medical Staff Services Program. NOTE: The Independent Study Program may no longer be available through NAMSS.

J. Educational Planning

The Health Occupations Admissions Office will evaluate official transcripts and course descriptions to determine transferability of a student's previous college coursework toward the Medical Staff Services curriculum.

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 this information packet and also at www.ElCentroCollege.edu/Programs/HealthLegalStudies/HealthOccAdmissions.htm.
- Official college transcripts;
- 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).

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.*

Five-Year Time Limit

All science coursework (anatomy and physiology) for Health Occupations programs must have been completed less than five years prior to application to a Health Occupations program. However, the unique nature of the Medical Staff Services program allows a waiver of that five year time limit.

Coursework Completed Outside the United States

Transfer consideration for coursework completed at colleges or universities outside the United States is limited to science courses (anatomy and physiology). The following materials must be presented to the Health Occupations Admissions Office at El Centro College:

- Official college transcripts with English translation (if applicable);
- Complete evaluation of foreign transcripts from an approved evaluation agency (a list of approved evaluation agencies is available at all DCCCD Registrar Offices or online at <http://www.dcccd.edu/Employees/Departments/Educational+Affairs/Transfer+Services/University+Transfer+Guides/Foreign+Credentialed+Evaluators.htm>);
- Photocopy of the course description or syllabus of the course.

Students are responsible for all expenses for the evaluation and translation of foreign transcripts. Presentation of these materials does not guarantee that transfer credit will be granted toward a Health Occupations program. Transfer course evaluations are usually completed within 10-14 working days with written notification forwarded to the student. **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 and MATH 1314 is acceptable if the credit appears on a college transcript as ENGL 1301 and MATH 1314 equivalency. AP credit is awarded as “CR” credit in the nursing degree plan and does not count toward grade point average calculation.

CLEP tests accepted toward the Medical Staff Services program include: college algebra (MATH 1314), general psychology (PSYC 2301, and various courses which meet the humanities elective requirement (foreign languages and literature courses). A student must be enrolled at a DCCCD campus in order to request a CLEP exam at that specific campus. CLEP credit is awarded as “CR” credit and does not count toward grade point average calculation. If unsuccessful on the CLEP exam, the student is not allowed to repeat the CLEP and must enroll in the course to receive credit for that course.

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.

CURRICULUM OVERVIEW – MEDICAL STAFF SERVICES

<u>Prerequisites to Program Admission</u>			Lec	Lab	Ext	Cont	Cr
			<u>Hrs</u>	<u>Hrs</u>	<u>Hrs</u>	<u>Hrs</u>	<u>Hrs</u>
ITSC	1401	Introduction to Computers	3	4	0	112	4
ENGL	1301	Composition I	3	0	0	48	3
HPRS	2231	General Health Professions Management	<u>1</u>	<u>2</u>	<u>0</u>	<u>48</u>	<u>2</u>
			7	5	0	208	9

SEMESTER I – First Year

MSST	1301	Medical Staff Services I	3	0	0	48	3
HITT	1305	Medical Terminology	3	0	0	48	3
SCIT	1407	Applied Human Anatomy & Physiology I** <u>OR</u>	3	3	0	96	4
	BIOL 2401	Anatomy & Physiology I					
MATH	2342	Introductory Statistics <u>OR</u>					
	MATH 1314	College Algebra *	<u>3</u>	<u>0</u>	<u>0</u>	<u>48</u>	<u>3</u>
			12	3	0	240	13

SEMESTER II – First Year

MSST	1302	Medical Staff Law	3	0	0	48	3
MSST	1340	Medical Staff Services II	3	0	0	48	3
HPRS	2201	Pathophysiology	2	0	0	32	2
SCIT	1408	Applied Human Anatomy & Physiology II** <u>OR</u>	3	3	0	96	4
	BIOL 2402	Anatomy & Physiology II					
SPCH	1311	Intro to Speech Communications #	<u>3</u>	<u>0</u>	<u>0</u>	<u>48</u>	<u>3</u>
			14	3	0	272	15

SEMESTER III – Second Year

MSST	1341	Performance Improvement	3	0	0	48	3
POFI	1341	Computer Applications II	2	2	0	64	3
BMGT	1303	Principles of Management	3	0	0	48	3
BMGT	2301	Introduction to Supervision	3	0	0	48	3
PSYC	2301	Introduction to Psychology	<u>3</u>	<u>0</u>	<u>0</u>	<u>48</u>	<u>3</u>
			14	2	0	256	15

SEMESTER IV – Second Year

MSST	2331	Medical Staff Services III	3	0	0	48	3
MSST	1380	Medical Staff Services Directed Study +	1	0	20	336	3
HRPO	2307	Organizational Behavior	3	0	0	48	3
Elective	Humanities area ++		<u>3</u>	<u>0</u>	<u>0</u>	<u>48</u>	<u>3</u>
			10	0	20	480	12

TOTAL PROGRAM HOURS = 1456 64

* MATH 1414 also accepted for MATH 1314.

** BIOL 1408 recommended prior to SCIT 1407 if no preview high school biology. BIOL 1406 is the required prerequisite for BIOL 2401.

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

+ MSST 1380 – Medical Staff Services Directed Study is the capstone experience for the Associate Degree in Medical Staff Services.

++ Humanities elective must be chosen from the following: ARTS 1301, DRAM 1310, HUMA 1301, MUSI 1306, PHIL 1301, ENGL 2000 level literature courses, or foreign language courses.

A minimum grade of “C” is required in all courses. “MSST” must be taken in sequence.

GENERAL INFORMATION

1. The Medical Staff Services (MSST) courses are offered on-line during fall and spring semesters only. Students are encouraged to complete general studies courses (English, psychology, anatomy/physiology, etc.) during the summer when MSST courses are on hiatus. Students may also enroll in the general studies courses at their local college or university which may significantly defray tuition costs for students who are not Dallas County residents. Contact the Health Occupations Admissions Office for assistance in selecting transferable courses from your local college or university. NOTE: At the time of this information packet printing SPCH 1311 is not currently available in an on-line format.
2. Depending upon their personal responsibilities, most new students begin the program by enrolling in the medical terminology course and the first MSST course as a **suggested maximum courseload** (6 credit hours) for the first semester:

MSST	1301	Medical Staff Services I
MDCA	1313	Medical Terminology

Students should recognize that online courses require as much as sometimes more study/preparation time as traditional classroom courses and consider their available study time when deciding how many courses to take each semester.

3. A student may take up to five years to complete the Medical Staff Services program as a part-time student. All Medical Staff Services (MSST) courses must be completed in sequential order; however, some of the variances from the curriculum outline may be approved through the Health Occupations Admissions Office. In order to continue to the next program specific (MSST) course, each Medical Staff Services course must be completed with a grade of "C" or better. General support courses may be evaluated for transfer credit upon submittal of an official transcript and catalog course descriptions if required. All potential transfer courses must have a grade of "C" or better on a 4.0 grade point average scale.
4. The Medical Staff Services student completes a capstone experience (MSST 1380 – Medical Staff Services Directed Study) during his or her final semester in the program. The capstone experience site will be a hospital, health maintenance organization or health insurance organization. The capstone experience involves 20 hours per week at the capstone site and consists of a written, competency-based learning plan with emphasis on organizational and problem-solving skills and will be formulated by the student, the instructor, and an employer at the designated site.
5. Before enrollment in the capstone experience, the Medical Staff Services student must complete a physical examination and comply with immunization requirements as set forth by Health Occupations program policy. A physical examination form and guidelines will be sent to the student upon acceptance to and enrollment in the Medical Staff Services program.
6. Capstone 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.
7. *Criminal Background Check / Drug Screening*

Prior to beginning the capstone experience, Medical Staff Services students who are assigned to a clinical facility in Dallas or Tarrant County must complete a mandatory criminal background check and drug testing. (Students completing the capstone experience in other areas, either in Texas or outside of Texas are usually required to undergo similar screenings by hospitals and other clinical facilities.) Students are responsible for all charges incurred (approximately \$84.00) for these screenings. Results of these screenings are forwarded to the El Centro College Health/Legal 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. Further, 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. Board of Nurse Examiners for the State of Texas) 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, Associate Dean of Allied Health at 972-860-5097 or Suriya Sherriff-Edwards, Health and Legal Studies Coordinator at 972-860-5095.

8. ***Dropping Classes***

In the event that a student must withdraw from one or more classes during a semester, the student must complete that action online through EConnect. The last day to withdraw for a semester is communicated to students by MSST course instructors via class materials. Tuition refund will be determined according to the following schedule as designated by the Dallas County Community College District policy:

- Prior to the first day of class of the semester	100%
- During the first 15 class days of the semester	70%
- During the 16 th through 20 th class days of the semester	25%
- After the 20 th class day of the semester	NO REFUND

NOTE: The first class day is considered as the official date when the semester begins. "Class days" also include Saturdays and Sundays. For specific information regarding the refund policy, see the following website: <https://www1.dcccd.edu/cat0406/tuition/refunds.cfm>

9. ***Financial Aid***

Financial aid in the form of government grants, loans, etc. is available for qualified students. "Priority filing deadlines" listed below:

Fall semester award – May 1 filing deadline
Spring semester award – October 1 filing deadline

Students are encouraged to apply for financial aid at their earliest convenience as processing may take up to 4 months to complete. On-line filing for government financial aid is available at www.fafsa.ed.gov.

Texas residents may also apply for state financial aid such as the Texas Public Education Grant. For more information, please visit the financial aid website at the address below:

<http://www.elcentrocollege.edu/StudentServices/FinancialAid/default.asp>

10. El Centro College students who live in the Dallas area and who are enrolled in 6 credit hours or more during a fall or 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 in the Cashier's Office two weeks after the semester begins.
11. Please visit the following website for links to professional organizations and other information regarding the Medical Staff Services profession: <http://www.elcentrocollege.edu/healthcareers/medstaff/mslinks.htm>

12. Please contact the individuals below for assistance:

Cindy Gassiot, Program Coordinator
Medical Staff Services
Email: cgassiot@satx.rr.com

Dr. LaCheeta McPherson, Executive Dean
Health and Legal Studies Division
Email: LMcPherson@dcccd.edu

Al Tolentino, Liaison Counselor
Health and Legal Studies Division
Email: ATolentino@dcccd.edu

Pamela Farley, Admissions Coordinator
Health Occupations Admissions Office
Email: PFarley@dcccd.edu

Patsy Jones-Strawther, Degree Audit
Health Occupations Admissions Office
Email: PJonesStrawther@dcccd.edu

Address all application materials, transcripts, etc. to:

Pamela Farley, MSST Admissions Coordinator
El Centro College
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.

<http://www.elcentrocollege.edu/Programs/HealthLegalStudies/packets/default.asp>

**Visit the Medical Staff Services Program webpage at
www.ElCentroCollege.edu/MedicalStaffServices**

Health Occupations webpage: www.ElCentroCollege.edu/HealthCareers

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

ESTIMATED EXPENSES FOR THE MEDICAL STAFF SERVICES PROGRAM *

The following estimate is based on a full-time semester courseload and is meant as a reference for total program cost. Cost from semester to semester will vary with each semester and how many courses in which the student chooses to enroll in a given semester.

	Dallas County <u>Resident</u>	Out of County <u>Texas Resident</u>	Out of State/ <u>Country Resident**</u>
Prerequisite Tuition (9 credit hours)	\$ 369.00	\$ 684.00	\$ 1,584.00
Textbooks, Lab Manuals	<u>598.00</u>	<u>598.00</u>	<u>598.00</u>
Total	\$ 967.00	\$ 1,282.00	\$ 2,182.00
SEMESTER I			
Tuition (13 credit hours)	\$ 533.00	\$ 988.00	\$ 2,288.00
MSST Textbooks	107.00	107.00	107.00
Support Course Textbooks	<u>577.00</u>	<u>577.00</u>	<u>577.00</u>
Total	\$ 1,217.00	\$ 1,672.00	\$ 2,972.00
SEMESTER II			
Tuition (15 credit hours)	\$ 615.00	\$ 1,140.00	\$ 2,640.00
MSST Textbooks	163.00	163.00	163.00
Support Course Textbooks	<u>98.00</u>	<u>98.00</u>	<u>98.00</u>
Total	\$ 876.00	\$ 1,672.00	\$ 2,901.00
SEMESTER III			
Tuition (15 credit hours)	\$ 615.00	\$ 1,140.00	\$ 2,640.00
MSST Textbooks	95.00	95.00	95.00
Support Course Textbooks	<u>515.00</u>	<u>515.00</u>	<u>515.00</u>
Total	\$ 1,225.00	\$ 1,750.00	\$ 3,250.00
SEMESTER IV			
Tuition (10 credit hours)	\$ 410.00	\$ 760.00	\$ 1,760.00
Support Course Textbooks	184.00	184.00	184.00
Physical Exam / Immunizations ***	225.00	225.00	225.00
Professional Liability Insurance	<u>18.13</u>	<u>18.13</u>	<u>18.13</u>
Total	\$ 837.13	\$ 1,187.13	\$ 2,187.13
TOTAL PROGRAM COSTS	\$ 5,122.13	\$ 7,292.13	\$ 13,792.13*

* Tuition reflects increase effective Spring 2009 semester. Tuition and other fees are subject to change. See official catalog for tuition table. An installment Payment Plan is available. The above estimate reflects the cost of the entire program assuming that the student does not enroll in general education support courses at their local community college. Estimated cost of MSST/HRPO/HITT/HPRS/POFI courses and textbooks only (31 credit hours):

Dallas County Resident - \$2,031.00
 Out of County Texas Resident - \$3,116.00
 Out of State/Country Resident - \$6,216.00

** Includes a Distance Learning surcharge of \$55.00 per credit hour Out of State or Out of Country residents.

*** Estimated cost of immunizations charged at the El Centro College Health Center.

MEDICAL STAFF SERVICES 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 Staff Services program information packet.
2. _____ Download, print, and complete a DCCCD application for college admission (as needed). Attach a photocopy your driver's license, insuring that it is a clear, lightened copy. See page 3, section C, item #1 of this information packet for guidelines.
- 3a. _____ Texas residents must complete assessment testing in reading, writing and math according to TSI requirements. See page 2, section B of this information packet for guidelines.
- 3b. _____ Potential applicants who have not completed college coursework such as English, algebra, etc. must complete assessment/placement testing in order to be eligible for general college coursework enrollment. See page 2, section B of this information packet for guidelines.
4. _____ Potential applicants who have not completed ENGL 1301 – Composition I are advised to enroll and complete that course prior to applying for admission to the Medical Staff Services program.
5. _____ Compile the following materials as your complete MSST application packet:
 - _____ Completed MSST application form (from this information packet).
 - _____ Signed Statement of Students' Responsibility form (from this information packet).
 - _____ Completed DCCCD application (see item 2 above) and a lightened photocopy of your drivers license.
 - _____ Assessment scores as needed (see items 3a and 3b above).
 - _____ Official transcripts from each college attended other than DCCCD colleges, if applicable. See page 4, Section C, item 4 of this information packet for guidelines.
 - _____ Photocopied catalog course descriptions for any courses taken outside the DCCCD which apply to the MSST curriculum which you would like to have reviewed for transfer credit.
 - _____ Copies of certificate of completion for NAMSS ISP modules 1 and 2, if applicable.
6. _____ Place the above materials in a 9" x 12" envelope for submission via mail or in person:

Mailing address: Pamela Farley, MSST Admissions Health Occupations Admissions El Centro College/Paramount 801 Main Street Dallas TX 75202-3604	Physical address: MSST Admissions Health Occupations Room P-101 El Centro College/Paramount Building 301 North Market Street Dallas TX 75202
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7. _____ Receive confirmation that your application has been received and an educational plan for enrollment advisement prior to the beginning of the next enrollment period.
8. _____ Receive e-mail notification regarding registration a few weeks before the semester begins.
9. _____ Registration occurs; receive registration summary indicating classes, ID number, tuition costs, payment due date, and on-line tuition payment guidelines.
10. _____ Pay tuition
11. _____ On the first day of the semester, log-on and start your on-line classes!

TEXT BOOK LIST
MEDICAL STAFF SERVICES COURSES
Current Fall 2008 – Spring 2009

(Prices are approximate.)

MEDICAL STAFF SERVICES I - MSST 1301 - Cindy Gassiot, Instructor

Gassiot, C.A. Searcy, V.L.and Giles, C.W. (2007) *The Medical Staff Services Handbook: Fundamentals and Beyond*. Sudbury, MA: Jones and Barlett Publishers. ISBN 10: 0-7637-3694-5.

The textbook is available from Follett Bookstore (<http://www.bkstr.com/Home/10001-10666-1>) at the cost of \$106.75; Jones and Barlett Publishers (www.jbpub.com) at the cost of \$103.95 plus shipping; Barnes and Noble (www.barnesandnoble.com); and from Amazon (www.amazon.com), which has used copies for sale starting at \$70.61 plus shipping.

MEDICAL STAFF SERVICES II - MSST 1340 – Cindy Gassiot, Instructor

Peter Knogstvedt (2009) *Managed Care: What It Is and How It Works*, 3rd Edition. Sudbury, MA: Jones and Bartlett Publishers, Inc. ISBN 13: 978-0-7637-911-7.

This book is available from Follett Bookstore (<http://www.bkstr.com/Home/10001-10666-1>); Jones and Bartlett Publishers (www.jbpub.com); and Barnes and Noble (www.barnesandnoble.com). Approximate cost is \$59.95.

Gassiot, C.A. Searcy, V.L.and Giles, C.W. (2007) *The Medical Staff Services Handbook: Fundamentals and Beyond*. Sudbury, MA: Jones and Barlett Publishers. ISBN 10: 0-7637-3694-5.

MEDICAL STAFF LAW -MSST 1302 - Linda Denomme, Instructor

Pozgar, George (2007) *Legal Aspects of Health Care Administration*, Tenth Edition, Sudbury, MA: Jones and Barlett Publishers. ISBN 13: 978-09-7637-3927-0; ISBN 10: 0-7637-3927-8

This book is available from Follett Bookstore (<http://www.bkstr.com/Home/10001-10666-1>) at a cost of \$102.55; Jones and Bartlett Publishers (www.jbpub.com) at a cost of \$99.95; Amazon (www.amazon.com) and Barnes and Noble (www.barnesandnoble.com) which have used copies for sale plus shipping.

Gassiot, C.A. Searcy, V.L.and Giles, C.W. (2007) *The Medical Staff Services Handbook: Fundamentals and Beyond*. Sudbury, MA: Jones and Barlett Publishers. ISBN 10: 0-7637-3694-5.

PERFORMANCE IMPROVEMENT - MSST 1341 – Cindy Gassiot, Instructor

McLaughlin, Curtis and Kaluzny, Arnold (2006) *Continuous Quality Improvement in Health Care*, Third Edition, Sudbury, MA: Jones and Bartlett Publishers. ISBN 9-7807-6372-712-3.

This book is available from Follett Bookstore (<http://www.bkstr.com/Home/10001-10666-1>) at a cost of \$94.55; Jones and Bartlett Publishers (www.jbpub.com) at a cost of \$91.95; Amazon (www.amazon.com) or Barnes and Noble (www.barnesandnoble.com) which have new and used copies starting at \$44.60 plus shipping.

Gassiot, C.A. Searcy, V.L.and Giles, C.W. (2007) *The Medical Staff Services Handbook: Fundamentals and Beyond*. Sudbury, MA: Jones and Barlett Publishers. ISBN 10: 0-7637-3694-5.

MEDICAL STAFF SERVICES III – MSST 2331 – Cindy Gassiot, Instructor

Gassiot, C.A. Searcy, V.L. and Giles, C.W. (2007) *The Medical Staff Services Handbook: Fundamentals and Beyond*. Sudbury, MA: Jones and Barlett Publishers. ISBN 10: 0-7637-3694-5.

Additional required text is available on the course web site.

MEDICAL TERMINOLOGY – HITT 1305 – Sharon Prentice, Instructor

Chabner, Davi-Ellen. (2006) *The Language of Medicine*. 8th Edition. ISBN 13: 9781416039525. Available from Follett Bookstore (www.follett.com) at a cost of \$60.95; Amazon (www.amazon.com) and Barnes and Noble (www.barnesandnoble.com) which have used copies for sale plus shipping

A medical dictionary is also required such as Mosby's Medical, Nursing and Allied Health Dictionary.

PATHOPHYSIOLOGY – HPRS 2201 – Sharon Prentice, Instructor

Tamparo and Lewis. (2005) *Diseases of the Human Body*. 4th Edition. ISBN: 0-8036-1245-1. Available from Follett Bookstore (www.follett.com) at a cost of \$39.95; Amazon (www.amazon.com) and Barnes and Noble (www.barnesandnoble.com) which have used copies for sale plus shipping

A medical dictionary is also required such as Mosby's Medical, Nursing and Allied Health Dictionary.

GENERAL HEALTH PROFESSIONS MANAGEMENT – HPRS 2231 – Lisa Lock and Dianna Drury, Instructors

Judson. (2005) *Law & Ethics for Medical Careers*. 6th Edition. ISBN13: 9780073022635. Glencoe/McGraw Hill. Available from Follett Bookstore (www.follett.com) at a cost of \$59.00; Amazon (www.amazon.com) and Barnes and Noble (www.barnesandnoble.com) which have used copies for sale plus shipping

STATEMENT OF STUDENTS' RESPONSIBILITY

Review and initial each section as verification that you have read and understand this information:

_____ I acknowledge that this information packet contains policies, regulations, and procedures in existence at the time this publication went to press. I also acknowledge that the District Colleges including El Centro College reserve the right to make changes at any time to reflect current Board policies, administrative regulations and procedures, and applicable State and Federal regulations. Furthermore, I understand that this packet is for information purposes only and does not constitute a contract, expressed or implied, between any applicant, student, or faculty member and the Dallas County Community College District.

_____ I have read and understand the admission process for the Medical Staff Services Program. By submitting an application, I agree to abide by the admission requirements of the program and of El Centro College. I accept full responsibility for submitting a complete admission packet prior to the semester start date as announced by El Centro College. I understand that I will not be accepted into the program to begin Medical Staff Services courses until I have completed all of the admission requirements.

_____ Once I have submitted my admission packet, I understand that it is my responsibility to inform the Health Occupations Admissions Office of any change in my status, address, telephone number, e-mail address, fax number, intentions to enter the program, or any other information that would affect my entrance into the Medical Staff Services program.

_____ I am aware that all college policies including registration, withdrawal from classes, tuition payment procedures, tuition refund policies, etc. are found in the on-line college catalog at www.ecc.dcccd.edu and that I am responsible for familiarizing myself with those policies and procedures.

_____ I understand that registration in the capstone directed study course (MSST 1380) may be limited for students without Social Security numbers and if accepted to the program, I am instructed to consult the El Centro College International Student Office prior to graduation from the program to inquire about obtaining a Social Security number for future employment opportunities

_____ I acknowledge that I must have completed all required general support courses in the Medical Staff Services curriculum and MSST courses prior to being registered in the capstone directed study course (MSST 1380).

_____ I am aware that I must submit a completed physical exam form and comply with all indicated immunizations and screenings prior to being registered in the capstone directed study course (MSST 1380). I acknowledge that once admitted to the program, I may be assigned to a capstone Directed Study at a health care facility which may require proof of personal healthcare insurance coverage, mandatory drug testing, criminal background check, or additional proof of seropositivity to the required inoculations for program admission.

_____ I understand that the purpose of the program is to prepare me to perform the duties of Medical Staff Services Coordinator in health care settings, including hospitals, managed care organizations, and credentialing organizations. The program competencies are designed to allow the completers of the El Centro College Medical Staff Services program to sit for the National Association of Medical Staff Services (NAMSS) Certification Examination in accordance with additional NAMSS eligibility guidelines.

Applicant's Signature

Date

- Revised 08/31/08 -

**EL CENTRO COLLEGE
CENTER FOR ALLIED HEALTH AND NURSING
HEALTH OCCUPATIONS EDUCATIONAL/DEGREE PLAN REQUEST**

PLEASE PRINT

Student ID Number/Social Security Number _____

Last Name First Name Maiden/Other

Street Address Apt.

City State Zip Code

Home Phone Cell/Other Business Phone

Email Address

I am requesting an educational/degree plan for the _____ program.

I understand that I must attach official transcripts from all the colleges and universities I have attended (list below) along with *catalog course descriptions for courses completed outside the Dallas County Community College District* which apply to the above program curriculum and for which I am requesting transfer credit.

- 1) _____
- 2) _____
- 3) _____
- 4) _____
- 5) _____

I acknowledge that I will be notified via email when my Educational/Degree Plan is ready for pickup.

NOTE: PLEASE ALLOW TWO (2) WEEKS FOR EDUCATIONAL/DEGREE PLANS TO BE PROCESSED. Official degree plans are only available for students who are enrolled in a Health Occupations program.

Student Signature _____ Date _____

NOTE: Please allow TWO (2) WEEKS for Educational/Degree Plans to be processed. Official degree plans are only available for students who are enrolled in a Health Occupations program.

Mailing Address: Patsy Jones-Strawther
Degree Audit Specialist
Health Occupations Admissions Office
El Centro College/ Paramount
801 Main Street
Dallas TX 75202-3604

Physical Address: El Centro College
Center for Allied Health and Nursing
Health Occupations Admissions
Room P-101
301 North Market Street
Dallas TX 75202