



*The Center for Allied Health
and Nursing*

El Centro College

Medical Assisting

- Revised for Spring/Fall 2019 application -

The Medical Assisting program is a 40 credit hour, 13-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.

The El Centro College Medical Assisting Program is accredited by the Commission on Accreditation of Allied Health Education Programs upon recommendation of the Medical Assisting Education Review Board (MAERB). CAAHEP, 25400 U.S. Highway 19 North, Suite 158, Clearwater, FL 33763, Phone: 727-210-2350, 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.

EQUAL EDUCATIONAL OPPORTUNITY

Educational opportunities are offered by El Centro College without regard to race, color, age, national origin, religion, sex, disability, or sexual orientation.

APPLICATION REQUIREMENTS TO THE MEDICAL ASSISTING PROGRAM

Application to the Medical Assisting Program requires the following steps:

- Graduation from high school or successful completion of the General Education Diploma (GED).
- Application and current admission to a Dallas County Community college.
- Viewing an online Medical Assisting program information session.
- Completion of the two program prerequisite courses with a minimum grade of "C" in each course.
- Submission of a complete application packet to the Health Occupations Admissions Office during a designated filing period.

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 for El Centro College outlined in the official college catalog at:

<https://www.ElCentroCollege.edu/apply-reg>.

All students applying or enrolled at a Dallas County Community college are required to submit their Social Security number to the Registrar's Office. Students who do not possess a Social Security number must complete a form obtained at the Registrar's Office. For more information, consult a Registrar/Admissions Office at any Dallas County Community college.

Official College Transcripts

Prior to application to a health occupations program, potential applicants must have submitted to the Registrar/Admissions Office at one of the seven Dallas County Community colleges ***official transcripts from all colleges and universities other than DCCCD colleges the applicant has attended whether or not the coursework is relevant to the program application.*** The transcripts must be current with the **print date no earlier than three years** prior to the applicant's anticipated admission to a health occupations program. If the official transcripts have not been submitted, the individual's application to a health occupations program will be voided.

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.

NOTE: Additional assessment testing in reading, writing, math, computer literacy and learning frameworks courses may be required for certain students. See an Academic Advisor for more information.

Online Program Information Sessions

Potential applicants are required to view an online Medical Assisting program information session where the program, application procedures, and acceptance policies are discussed in detail. The link for the online information session is found at:

<https://www.ElCentroCollege.edu/Health-Sessions>.

B. PREREQUISITE COURSES

Applicants must complete the two (2) prerequisite courses listed below with a minimum grade of "C" in each course to submit an application to the Medical Assisting program.

	<u>Credit Hrs.</u>
ENGL 1301 Composition I	3
SPCH 1311* Introduction to Speech Communication	<u>3</u>
Total Prerequisite Credit Hours	6

* SPCH 1315 – Public Speaking and SPCH 1321 – Business and Professional Communication are also accepted for the speech prerequisite.

C. EVALUATION OF PREVIOUS COURSEWORK

To insure the transferability of courses completed at colleges and universities other than Dallas County Community colleges, potential applicants to health occupations programs should have their coursework evaluated by the Health Occupations Admissions Office at least one semester prior to the application deadline for their program of choice if possible. **This procedure is especially important for students with coursework from colleges and universities outside the state of Texas.**

NOTE: Only ENGL 1301 and SPCH 1311/1315/1321 or their equivalent courses will be considered for transfer toward the Medical Assisting program. Transfer of medical terminology courses such as MDCA 1313 – Medical Terminology and HPRS 2300 – Pharmacology from other colleges and universities is at the discretion of the program coordinator.

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 purposes.

These evaluations are usually completed within 4-6 weeks. **The evaluation process is not completed during individual appointments or on an "as you wait" basis.** During peak times such as registration or after the close of the semester when faculty are unavailable, an evaluation may take longer to complete. 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 Sciences Division reserves the right to accept or reject any coursework completed at other colleges presented for transfer evaluation toward Health Occupations programs.

For more information on requesting an Educational Plan, download the guidelines and Request for Educational Plan form under the "Resources for Potential Applicants" link at:

<https://www.EICentroCollege.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 under the “Resources for Potential Applicants link at the following link:

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

D. CASTLE BRANCH

Applicants to health occupations programs are required to have a current physical examination, specific immunizations, a tuberculosis screening, and BLS – Basic Life Support CPR certification. The El Centro College Health Sciences Division utilizes Castle Branch, a medical record management company, to verify these requirements. Applicants submit this documentation directly to Castle Branch which will verify whether the records are in compliance.

NOTE: Castle Branch must receive this documentation and verify that a student’s records are complete the semester before the student is scheduled to enroll in their clinical during the final semester of the program.

Students scheduled for clinical in September must be complete with Castle Branch requirements no later than the previous June 1st.

Students scheduled for clinical in January must be complete with Castle Branch requirements no later than the previous October 1st.

If the student’s records are not complete by the above designated deadline, the student will not be allowed to enroll in the clinical. Please allow 2-4 weeks for Castle Branch to respond to the submission of documentation.

For more information on Castle Branch and this process, see the “Immunization Requirements” link at:

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

Documentation of personal health care insurance coverage must also be submitted to Castle Branch by the above deadlines in order for the student to be enrolled in their clinical course. For more information, see item 6 on page 10 of this packet.

E. 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.

Application packets with incomplete materials will be disqualified 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 after viewing the online information session).
2. **A photocopy of the student's high school diploma, high school transcript, or GED certificate.**

NOTE: Applicants are solely responsible for ensuring that their current official transcripts from ALL PREVIOUSLY ATTENDED COLLEGES AND UNIVERSITIES (excluding Dallas County Community colleges) are submitted to a Registrar/Admissions Office at a Dallas County Community college prior to applying to an El Centro College health occupations program. Official transcripts must have a print date no earlier than three years of anticipated entry to a health occupations program.

Submitting incomplete application materials will disqualify the application and the student will not be considered further in the application process. Students are advised to retain a photocopy of all materials submitted as their application packet.

ONCE AN APPLICATION PACKET IS SUBMITTED TO THE HEALTH OCCUPATIONS ADMISSIONS OFFICE, IT CANNOT BE RETRIEVED BY THE APPLICANT UNTIL AFTER THE FILING PERIOD ENDS.

F. APPLICATION FILING PERIODS

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

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

January 1 – May 31
Notification letters are mailed by July 1st.

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

August 1 – October 31
Notification letters are mailed by November 30th.

Complete application packets may be presented in person at the Health Occupations Admissions Office during regular hours of operation or submitted in the drop box adjacent to the office door. Mailed application packets must be 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 college 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. the next regular business day.***

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

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

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

Medical Assisting Admissions
Health Occupations Admissions Room P-101
Center for Allied Health & Nursing
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.

G. SELECTION PROCESS

Applicants are ranked for acceptance selection via a point award system*. Point award totals for applicants may range from a minimum of 1 point to a maximum of 15 points on the designated criteria below:

<u>POINT AWARD CRITERIA</u>	<u>POTENTIAL POINTS PER CRITERIA</u>
Prerequisite Course Cumulative GPA (2.00 minimum required)	10 points
2.00 = 1 point	
2.50 = 3 points	
3.00 = 5 points	
3.50 = 7 points	
4.00 = 10 points	
Support Courses completed with a minimum grade of “C”	4 points
MDCA 1313 – Medical Terminology + = 2 points	
HPRS 2300 – Pharmacology + = 2 points	
+ HPRS 2309 – Medical Terminology and RNSG 1301 – Pharmacology are also accepted	
Complete Physical form, Immunizations, CPR submitted to Castle Branch by the application filing deadline	1 point
MAXIMUM TOTAL POINTS	15 points

* In the event that two or more applicants has the same point award total, the date of each applicant’s online information session attendance will be used to break the tie. If the information session was viewed more than once, the more recent date will be used.

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 (if needed)
June 1 – July 31**

**Late Application filing for Spring spaces (if needed)
November 1 – December 31**

Students selected from the late applicant pool will be notified of acceptance status via email shortly after the late filing deadline.

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 information packets are revised September 1st of each year and also at other times throughout the academic year as necessary. Program guidelines are subject to change. Students are responsible for insuring they have the latest program information packet from the website below:

<https://www.ElCentroCollege.edu/Health-Packets>

Visit the Medical Assisting Program webpage at:
<https://www.ElCentroCollege.edu/Med-Assist>

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

Health Programs webpage:
<https://www.ElCentroCollege.edu/HealthCareers>

Like us on Facebook:
<https://www.facebook.com/groups/ECC.AlliedHealthandNursing>

CURRICULUM OVERVIEW – MEDICAL ASSISTING PROGRAM – Fall Entry

	Lec Hrs	Lab Hrs	Ext Hrs	Cont Hrs	Cr Hrs
<u>PREREQUISITES</u>					
ENGL 1301 Composition I	3	0	0	48	3
SPCH 1311* Introduction to Speech Communication	<u>3</u>	<u>0</u>	<u>0</u>	<u>48</u>	<u>3</u>
Total Prerequisite Hours	6	0	0	96	6
<u>SEMESTER I – Fall (Courses online for this semester only.)</u>					
MDCA 1313 Medical Terminology <u>OR</u>					
HPRS 2302 Medical Terminology for Allied Health	3	0	0	48	3
MDCA 1409** Anatomy & Physiology for Medical Assist.	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	9	0	0	144	9
<u>SEMESTER II – Spring</u>					
MDCA 1443 Medical Insurance	4	0	0	64	4
MDCA 1421 Administrative Procedures	4	0	0	64	4
MDCA 1417 Procedures in a Clinical Setting	3	3	0	96	4
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	3	0	272	15
<u>SEMESTER III – May Term/Summer</u>					
MDCA 1391 Special Topics in Medical Assisting	2	2	0	64	3
MDCA 1352 Medical Assistant Laboratory Procedures	<u>2</u>	<u>2</u>	<u>0</u>	<u>64</u>	<u>3</u>
	4	2	0	128	6
<u>SEMESTER IV – Fall (August-September)</u>					
MDCA 2361 Clinical – Medical/Clinical Assisting	0	0	10	160	3
MDCA 1154 Medical Assisting Credent. Exam Review	<u>1</u>	<u>0</u>	<u>0</u>	<u>16</u>	<u>1</u>
Total Hours Semester III	1	0	10	176	4
TOTAL PROGRAM HOURS =	35	7	10	816	40

* SPCH 1315 – Public Speaking and SPCH 1321 – Business and Professional Communication are also accepted for the speech prerequisite.

** At the discretion of the Program Coordinator, the combination of SCIT 1407 ***and*** SCIT 1408 or the combination of BIOL 2401 ***and*** BIOL 2402 (if completed within five years of anticipated program start date) may be substituted for MDCA 1409.

+ At the discretion of the Program Coordinator, RNSG 1301 – Pharmacology may be substituted for HPRS 2300.

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

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

CURRICULUM OVERVIEW – MEDICAL ASSISTING PROGRAM – Spring Entry

	Lec Hrs	Lab Hrs	Ext Hrs	Cont Hrs	Cr Hrs
<u>PREREQUISITES</u>					
ENGL 1301 Composition I	3	0	0	48	3
SPCH 1311* Introduction to Speech Communication	<u>3</u>	<u>0</u>	<u>0</u>	<u>48</u>	<u>3</u>
Total Prerequisite Hours	6	0	0	96	6
<u>SEMESTER I – Spring (Courses online for this semester only.)</u>					
MDCA 1313 Medical Terminology <i>OR</i>					
HPRS 2302 Medical Terminology for Allied Health	3	0	0	48	3
MDCA 1409** Anatomy & Physiology for Medical Assist.	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	9	0	0	144	9
<u>SEMESTER II – May Term/Summer</u>					
MDCA 1391 Special Topics in Medical Assisting	2	2	0	64	3
MDCA 1352 Medical Assistant Laboratory Procedures	<u>2</u>	<u>2</u>	<u>0</u>	<u>64</u>	<u>3</u>
	4	4	0	128	6
<u>SEMESTER III – Fall</u>					
MDCA 1443 Medical Insurance	4	0	0	64	4
MDCA 1421 Administrative Procedures	4	0	0	64	4
MDCA 1417 Procedures in a Clinical Setting	3	3	0	96	4
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	3	0	272	15
<u>SEMESTER IV – Spring (January-February)</u>					
MDCA 2361 Clinical – Medical/Clinical Assisting	0	0	10	160	3
MDCA 1154 Medical Assisting Credent.Exam Review	<u>1</u>	<u>0</u>	<u>0</u>	<u>16</u>	<u>1</u>
Total Hours Semester III	1	0	10	176	4
TOTAL PROGRAM HOURS =	35	7	10	816	40

* SPCH 1315 – Public Speaking and SPCH 1321 – Business and Professional Communication are also accepted for the speech prerequisite.

** At the discretion of the Program Coordinator, the combination of SCIT 1407 ***and*** SCIT 1408 or the combination of BIOL 2401 ***and*** BIOL 2402 (if completed within five years of anticipated program start date) may be substituted for MDCA 1409.

+ At the discretion of the Program Coordinator, RNSG 1301 – Pharmacology may be substituted for HPRS 2300.

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

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

MEDICAL ASSISTING

PROFESSIONAL RESPONSIBILITIES

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

ESSENTIAL FUNCTIONS

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

GENERAL INFORMATION

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

* The El Centro College Health Sciences 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. **The three medical assisting courses in the first semester of the program (MDCA 1313, MDCA 1205, and MDCA 1409) are online only.** The medical assisting courses for the rest of the program are conducted during the daytime and evening hours, 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 the college and to their respective clinical assignment site.
4. Applicants to the El Centro College Medical Assisting program must submit the official physical exam and required immunization documentation to Castle Branch and receive verification that they are complete by a designated deadline in order to progress to the clinical experience in their final semester of the program. See page 4, section D for those deadlines. **See the "Immunization Requirements" link at the following webpage for access to the physical examination form and immunization requirements:**

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

The physical examination must be on the **official El Centro Health Form** downloaded from Castle Branch and must have been documented no earlier than 12 months prior to the application deadline.

IMPORTANT NOTE: Some of the immunizations require multiple doses on a specific timeline over several months. Therefore, potential applicants to this program should begin their immunizations at least six to seven months prior to the designated deadline.

5. All applicants must have BLS - Basic Life Support cardiopulmonary resuscitation (CPR) certification (formerly "Healthcare Provider" level) as designated by the American Heart Association. **Students enrolled in the Medical Assisting program must submit a photocopy of the front and back of the card to Castle Branch no later than 30 days prior to registration for MDCA 2361 – Clinical.** The CPR certification must not expire prior to or during enrollment in MDCA 2361. CPR classes are available through the El Centro College Continuing Education Division, the American Heart Association, various hospitals, independent instructors, etc. **Totally online CPR certification classes including those offered by the Red Cross are not valid for application to health occupations programs.**
6. Proof of current personal healthcare insurance coverage is required for all health occupations students. **Documentation of coverage must be submitted to Castle Branch with immunization records at least 30 prior to registration for MDCA 2361 – Clinical externship if the individual is accepted to the program.** Students must secure their own coverage and

the insurance policy must cover the student at any hospital facility. Information on college student policies and rates can be found at <https://www.healthcare.gov>.

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 Multicultural Center Office (Room A-140, 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 prerequisite and support courses for Medical Assisting (ENGL 1301, SPCH 1311/1321, HPRS 2300) are offered online. **The three medical assisting courses in the first semester of the program (MDCA 1313, MDCA 1205, and MDCA 1409) are online only.** Students without prior experience with Internet courses should take the Smarter Measure – Learning Readiness Indicator (READI) test to see if they are a good candidate for online learning. Go to <http://ecc.smartermeasure.com/> and log in as a New User. The current User Name is **choose el centro** and the Password is **student**.

9. *Criminal Background Check / Drug Screening*

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 \$86.00) 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 Sciences Division 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 Sciences 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 the "Resources for Potential Applicants" link at:

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

10. 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.
11. Graduates from the El Centro College Medical Assisting program who wish to pursue the Associate Degree in Radiologic Technology may receive reciprocal credit for certain medical assisting courses toward the HPRS courses listed below which are required in that program's Application Eligibility Categories 1 and 2. The Medical Assisting graduate must also have an

LMRT (Limited Medical Radiologic Technologist) credential. Credit for the MDCA 1417 in the Medical Assisting program would be granted for the following HPRS courses:

MDCA 1417 – Procedures in a Clinical Setting → HPRS 1204 – Basic Health Professions Skills I
HPRS 2210 – Basic Health Professions Skills II

12. EI 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.
13. Individuals who were first-time college freshman students in Fall 2007 or after are subject to the guidelines of section 51.907 of the Texas Education Code which prohibits a student from dropping more than six (6) college level credit courses during their entire undergraduate career. For more information on the 6 Drop rule, see the official college catalog online at:

<https://www1.dcccd.edu/Catalog/GeneralInfo/GradesTranscripts/dw.cfm?loc=ECC>

14. EI Centro College 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 "Third Attempt" policy, please visit the following website:

http://www.dcccd.edu/Catalog/GeneralInfo/Third_Attempt.dfm?loc=ECC

15. A student may apply to more than one EI 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 EI Centro College Health Occupations program may not apply or be considered for admission selection for another EI Centro College Health Occupations program unless their current program of study will complete before the second program curriculum begins.

16. 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 the office at 972-860-5001 for more information.

17. Financial Aid

Students should apply for Financial Aid Office well in advance of program application. Information on filing procedures and deadlines is found at <https://www.dcccd.edu/PC/FA>. The Health Sciences Division 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 the Health Sciences Division at 972-860-5095 for more information.

18. Please visit the website below for links to professional organizations and other information regarding the medical assisting profession: <http://www.aama-ntl.org/>.

19. 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
Email: SAlexander@dcccd.edu
Telephone: 972-860-5048

Medical Assisting
Health Occupations Admissions Office
El Centro College/Paramount
301 North Market Street
Dallas TX 75202
Email: ECCHOAO@dcccd.edu
Telephone: 972-860-5001

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

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

Official transcripts should be mailed directly to:

El Centro College – Registrar
801 Main Street
Dallas, TX 75202-3604

EScript transcripts must be sent directly to:

Registrar-ECC@dcccd.edu

ESTIMATED EXPENSES FOR THE MEDICAL ASSISTING PROGRAM – Fall Entry *

	<u>Dallas County Resident</u>	<u>Out of County Texas Resident</u>	<u>Out of State/ Country Resident</u>
PREREQUISITE COURSES			
Tuition (6 credit hours)	\$ 354.00	\$ 582.00	\$ 918.00
Textbooks	<u>166.00</u>	<u>166.00</u>	<u>166.00</u>
Total	\$ 522.00	\$ 834.00	\$ 1,212.00
SEMESTER I (Fall)			
Tuition (9 credit hours)	\$ 531.00	\$ 873.00	\$ 1,377.00
Textbooks	<u>285.00</u>	<u>285.00</u>	<u>285.00</u>
Total Semester I	\$ 878.00	\$ 1,220.00	\$ 1,724.00
SEMESTER II (Spring)			
Tuition (15 credit hours)	\$ 885.00	\$ 1,665.00	\$ 2,610.00
Textbooks	562.00	562.00	562.00
Uniforms (2) ++	85.00	85.00	85.00
Shoes ++	45.00	45.00	45.00
Watch ++	35.00	35.00	35.00
Stethoscope and Blood Pressure Cuff ++	65.00	65.00	65.00
Physical Exam/Immunization **	225.00	225.00	225.00
CPR Certification **	65.00	65.00	65.00
Castle Branch	25.00	25.00	25.00
Professional Liability Insurance +	<u>8.00</u>	<u>8.00</u>	<u>8.00</u>
Total Semester II	\$ 1,935.00	\$ 2,750.00	\$ 3,725.00
SEMESTER III (Summer)			
Tuition (6 credit hours)	\$ 354.00	\$ 666.00	\$ 1,044.00
Textbooks	65.00	65.00	65.00
Background Check/Drug Testing	<u>86.00</u>	<u>86.00</u>	<u>86.00</u>
Total Semester III	\$ 505.00	\$ 817.00	\$ 1,195.00
SEMESTER IV (Fall)			
Tuition (4 credit hours)	\$ 236.00	\$ 444.00	\$ 696.00
Textbooks	65.00	65.00	65.00
Professional Liability Insurance ***	<u>11.70</u>	<u>11.70</u>	<u>11.70</u>
	\$ 312.70	\$ 520.70	\$ 772.70
TOTAL ESTIMATED PROGRAM EXPENSE	\$ 4,152.70	\$ 6,141.70	\$ 8,628.70

* Tuition and other fees are subject to change. See official catalog for tuition table. Tuition above is current for September 2018.

** Estimated cost of physical exam, immunizations, and CPR certification. Students entering the program in a fall semester must have this completed by June 1st of this first year of the program.

+ Liability insurance is assessed each fall at \$11.70 to cover fall, spring, and summer semesters.

++ These fees may vary with the individual.

See Accounting Office for Tuition Payment Plan option. Other costs to consider: Personal health care insurance coverage, transportation and Parking Fees to El Centro and hospital clinical sites.

MEDICAL ASSISTING APPLICATION CHECKLIST

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

1. Obtain Medical Assisting program information packet.
2. View an online Medical Assisting program information session.
3. Complete an application for college admission and submit official transcripts from all previously attended colleges and universities to El Centro College Registrar's Office or the Registrar/Admissions Office at any other Dallas County Community college.
4. See an academic counselor as needed for TSI counseling, placement testing, etc. and complete any developmental courses as may be prescribed from test scores.
5. Complete the following Medical Assisting prerequisite courses with a minimum grade of "C" or higher in each:
 - ENGL 1301
 - SPCH 1311 or SPCH 1315 or SPCH 1321
6. If desired and if time allows before the application filing deadline, enroll and complete the following support courses with a minimum grade of "C" or higher in each:
 - MDCA 1313 or HPRS 2303 – Medical terminology
 - HPRS 2300 or RNSG 1301 – Pharmacology
7. If the above courses were taken at another college outside the DCCCD, verify transferability of these courses by requesting an educational plan from the Health Occupations Admissions Office as needed and as time allows before application submission.
8. Compile the following materials as your complete Medical Assisting application packet:
 - Completed Medical Assisting application form (obtained after viewing the information session)
 - Signed Statement of Students' Responsibility form (on the back of the application form)
 - Photocopy of high school transcript, high school diploma, or GED certificate.
 - Copies of any request for course substitution forms (for evaluated transferred courses).
9. Place the above materials in a 9" x 12" envelope for submission either in person or by mail to:

MAILING ADDRESS:

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

PHYSICAL ADDRESS:

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