This Information Packet provides the prospective applicant with information about the Medical Assisting Program. Additional information can be obtained by contacting the Program Director at 610-718-1812.

WELCOME

Thank you for your interest in Montgomery County Community College’s Medical Assisting Certificate Program. We are happy that you have chosen us to assist you in the pursuit of your educational goals. Our curriculum is designed to support the College’s mission of offering high quality, affordable, and accessible educational opportunities. Montgomery County Community College is fully accredited by the Commission of Higher Education of the Middle States Association of Colleges and Secondary Schools. Middle States Commission on Higher Education, 3624 Market Street, 2nd Floor West, Philadelphia, PA 19104, Telephone: (267) 284–5000.

Our program is challenging and will require persistence, dedication and commitment on your part. Our professional, dedicated faculty will bring a wealth of knowledge and practical expertise to the classroom. We are committed to assisting you achieve your goal of completing the Medical Assisting Program and attaining your national credential.

Throughout the course of the program you will attain the knowledge, skills, behavior, values, and competencies necessary to function as entry level Medical Assisting practitioners. As you focus on achieving your goals in the upcoming year, will hope that you will value life-long learning, problem solving, critical thinking and interpersonal communication as means of achieving personal and professional growth. We wish you success in the pursuit of achieving your career goals.

The Medical Assisting Program has a mission consistent with the mission of Montgomery County Community College. The program recognizes that students differ in their needs, aspirations and interests. As a result, the program is organized to assist and prepare students for the level of technical competence required to become highly qualified and successful Medical Assistants. The program is responsive to its communities of interest including students, graduates, faculty, employers, physicians and the health care community.

The Medical Assisting Certificate Program is designed to prepare competent entry-level medical assistants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.

Medical assistants are multi-skilled health professionals specifically educated to work in ambulatory settings performing administrative and clinical duties. The practice of medical assisting directly influences the public’s health and well-being, and requires a mastery of a complex body of knowledge and specialized skills requiring both formal education and practical experience that serve as standards for entry into the profession.

The College is accredited by the Commission of Higher Education of the Middle States Association of Colleges and Secondary Schools. 3624 Market Street Philadelphia, PA 19104-2680, (215) 662-5600. The Medical Assisting Certificate Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), www.caahep.org, on recommendation of the Medical Assisting Education Review Board (MAERB), www.maerb.org. Additional information can be obtained by contacting CAAHEP directly at Commission on Accreditation of Allied Health Education Programs, 1361 Park Street, Clearwater, FL 33756, telephone (727) 210-2350.
PROGRAM MISSION AND GOALS

The Medical Assisting Program has a mission consistent with the mission of Montgomery County Community College. The Medical Assisting Certificate Program is designed to prepare competent entry-level medical assistants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains. The program recognizes that students differ in their needs, aspirations and interests. As a result, the program is organized to assist and prepare students for the level of technical competence required to become highly qualified and successful Medical Assistants. The program is responsive to its communities of interest including students, graduates, faculty, employers, physicians and the health care community.

The goals of this program are to prepare graduates who will:

- Demonstrate the knowledge base (cognitive), skills (psychomotor), behavior (affective), values, and competencies necessary to function as entry level Medical Assisting practitioners in accordance with nationally accepted standards of roles and functions.
- Value life-long learning, problem solving, critical thinking and interpersonal communication as means of achieving personal and professional growth.

COLLEGE ADMISSION POLICY

Information with regard to the College’s Admission Policy is located at:

PROGRAM ADMISSION

The Medical Assisting Program is a selective admissions program. Students interested in making application to this program must complete the college application designating C.MA.GS as their intended major and complete and submit the online petition. The on line petition is also available on the College’s website at www.mc3.edu/academics/areas-of-study/health-sciences/medical-assisting/medical-assisting-certificate

ADMISSIONS POLICY

All applicants who wish to be considered for admission into the Medical Assisting Certificate Program must present credentials in accordance with the following requirements:
1. Submit a completed College application listing Medical Assisting (C.MA.GS) as the major.
2. Submit high school transcript or GED scores.
3. Submit official college transcript(s), if applicable
4. Complete the College placement tests in English, Reading and Mathematics and place above the developmental level in English and Reading and at or above MAT 011 prior to enrolling in MAS courses.
5. Submit a Medical Assisting Petition for Admissions form. The petition can be obtained at the College’s Medical Assisting Certificate Program’s web site.

ADMISSIONS PROCEDURES

- Applicants seeking acceptance to the Medical Assisting Program are required to submit the completed online Petition for Admission to the Medical Assisting Program and will receive a confirmation email upon receipt. In addition, the applicant must meet the Admissions Guidelines and be able to perform the Technical Performance Standards required in the curriculum
- Completed petitions are only accepted online.
The Medical Assisting Program offers acceptance to 25 students at West Campus and 25 students at Central Campus Day Program, and 15 students in the Central Campus Evening Program each Fall semester.

The Admission cycle for the Medical Assisting Program’s next Academic year begins on September 1. Students submitting their online petition should indicate their choice of West or Central Campus, and indicate if they plan on attending as a full time or part time student. Students interested in the Evening Option at Central Campus should check only that option on the online petition.

Online petitions are accepted from September 1 until March 2. Petitions submitted during these dates and times will be reviewed for qualified applicants who will be notified of the decision. Provided all other eligibility criteria are equal veteran students will receive priority in compliance with PA DOE Act 46 – Higher Education Course Scheduling Preference for Veterans Students Act.

Should seats still remain available following the specified petitioning time frame, additional applicants who complete and submit the petition will be considered until all seats are full.

Applicants are strongly advised to meet with a Student Success Center Advisor or Counselor before submitting the online Petition for the Medical Assisting Program Admission to verify completion of all Admission Requirements.

All applicants who have filed a completed online Petition for Medical Assisting Program Admission will be notified of the decision (Acceptance; Alternate; Non-Acceptance) after March 2. Students who submit their petition after March 2 will be notified within 60 days of the submission of their petition.

The names of those applicants who receive a Non-Acceptance letter into the Medical Assisting Program are removed from future consideration until the applicant re-submits an online Petition for Medical Assisting Program Admission.

All applicants offered an Acceptance letter are required to respond in writing to the offer by a required date specified in the Acceptance letter. Failure to respond by this date results in loss of acceptance into the Medical Assisting Program during that admission cycle.

All applicants who receive an Acceptance and confirm their acceptance in writing are required to attend a mandatory Medical Assisting Program Orientation held by the Director of the Medical Assisting Program. This three hour orientation provides information about the Medical Assisting Program and its requirements including CPR, First Aide, Criminal Background Check, FBI Background Check, Child Abuse Clearance, malpractice insurance, physical examination, immunizations, drug screening, uniforms, schedules, program expectations, etc. At this session, applicants in receipt of an Acceptance letter order uniforms required by the Medical Assisting Program and complete the registration process for the Fall semester. Failure to attend the Medical Assisting Program orientation results in loss of acceptance to the Medical Assisting Program.

All applicants accepted into the Medical Assisting Program must meet the Admission Guidelines and must be able to meet the Technical Standards for the Program. The Technical Standards for the Medical Assisting Program can be obtained at www.mc3.edu/academics/areas-of-study/health-sciences/medical-assisting/medical-assisting-certificate

Note: The Pennsylvania Older Adults Protective Services Act identifies offenses that make a person ineligible for employment as a Health Care Provider. A Criminal Record check that discloses these offenses, regardless of the date, will prohibit a student from participating in the clinical component of a Health Program at Montgomery County Community College. Refer to http://www.portal.state.pa.us/portal/server.pt?open=514&objID=616725&mode=2
for description of Act 169 and criminal offenses that make a person ineligible for employment as a Health Care Provider. Questions pertaining to this topic should be addressed with the Medical Assisting Program Director.

PROGRAM REQUIREMENTS

Once accepted into the Medical Assisting Certificate Program, students are required to:

1. Purchase all required textbooks, manuals, supplemental supplies, uniforms, and liability insurance. Note: no ear gauges, piercings other than the ear lobe, or visible tattoos are permitted while in uniform.
2. Assume all responsibility for transportation to and from externship assignments including clinical experiences.
3. Obtain and maintain current American Heart Association or American Red Cross First Aid certification.
4. Obtain and maintain CPR certification in American Heart Association: CPR for the Health care Provider or American Red Cross: CPR for the Professional Rescuer.
5. Have a comprehensive physical examination which includes documentation of selected vaccinations and a urine drug screen, within six months of program matriculation.
6. Submit application for Child Abuse History Clearance, Pennsylvania Criminal Record Check, and FBI Criminal History Background Check. A Child Abuse History will and a Criminal Record may exclude the student from participation in the practicum component of the program.
8. Complete a national Medical Assisting certification examination prior to program completion.

GENERAL INFORMATION

❖ The Medical Assisting Certificate Program is designed to prepare graduates who are proficient in all administrative and clinical competencies necessary to perform numerous jobs in physicians’ offices, hospitals, or other health care facilities.

❖ The program integrates theory, laboratory simulations and a clinical practicum experience offered during day hours in a variety of community locations.

❖ The Medical Assisting Certificate Program is offered in a 3 continuous semester Day Option and a 4 continuous semester Evening Option. Regardless of option chosen students have three years from the date of initial enrollment in the program in which to complete all certificate requirements. Students who choose the Medical Assisting Evening Option complete one or two courses per semester. These students will work with the program administrator to plan their course sequence and must complete the program within a 3 year time frame. During the last semester of the Evening Option students in MAS 130 complete a supervised 180 hour unpaid practicum experience during day hours at an affiliated clinical site.

❖ Graduates of the certificate program are highly valued members of the health care delivery team who are qualified to complete the American Association of Medical Assistants (AAMA) certification examination for Certified Medical Assistants (CMA) and/or the American Medical Technologists (AMT) certification examination for Registered Medical Assistants (RMA).

❖ Changes in the curriculum and admission requirements for the Medical Assisting Program may occur between the time the applicant applies to the College and the time of acceptance into the Medical Assisting Program. Applicants must meet the requirements in place at the time of notification of acceptance and matriculation into the Medical Assisting Program.
College policies for transfer credits including Credit for Life Experience, Credit by Examination, Credit by Transferring and Credit for Advanced Placement can be accessed at: www.mc3.edu/search?q=advanced+placement&Itemid=1717. In the core courses of the Medical Assisting Program, (MAS 110, MAS 112, MAS 116, MAS 120 and MAS 130) advanced-standing status and/or experiential learning credit is not awarded.

Students are expected to treat all members of the College community with dignity, respect, fairness and civility and to behave in a responsible manner at all times both in and outside the classroom. Please refer to the Student Code of Conduct http://www.mc3.edu/about-us/policies/125.

Due to the rigorous academic requirements of the Medical Assisting Program, it is recommended that no student be scheduled to work more than 16-20 hours per week. If a physician’s office, hospital or clinic hires a student to perform clinical work while they are enrolled in the Medical Assisting Program, there must be an individual employment agreement between the student and the entity. Practicum rotations will not be altered to accommodate work related issues.

Students who wish to withdraw from the Medical Assisting Program must submit their withdrawal request in writing to the Program Director. Students will follow the college’s policies for withdrawal located at www.mc3.edu/component/content/article/89-about-us/policies/aa-3/112-grade. Information with regard to the College’s Refund Policy can be obtained at: www.mc3.edu/component/content/article/90-about-us/policies/adm-5/149-tuition-refund.
ADDITIONAL PROGRAM COSTS IN ADDITION TO TUITION/FEES

Tuition—please refer to the college’s web site for current tuition rates
http://www.mc3.edu/adm-fin-aid/paying/tuition

ALL FEES ARE ESTIMATES AND ARE SUBJECT TO CHANGE WITHOUT NOTICE

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<tr>
<th>Description</th>
<th>Cost</th>
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<tr>
<td>Textbooks</td>
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<td>Uniforms, equipment package and shoes</td>
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<td>Liability Insurance</td>
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<td>CPR and First Aide courses</td>
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<td>FBI Fingerprint Criminal Background Check through Cogent ID</td>
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<td>National Certification Examination**</td>
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* Depending upon individual medical insurance coverage
**Depending upon certification examination