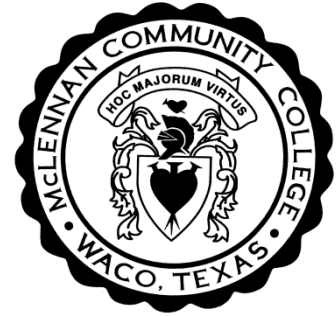


## Certified Medical Assistant Program McLennan Community College



The Certified Medical Assistant program at McLennan Community College is a two-year associate degree program and is part of the Allied Health Division. The Medical Assistant is a multi-skilled allied health professional. Practitioners work primarily in ambulatory settings such as medical offices and clinics. Medical assistants function as members of the health care delivery team to perform administrative duties and clinical procedures. Medical assistants work under the supervision of physicians in their offices or other medical settings. In accordance with the respective state laws, they perform a broad range of administrative duties, such as scheduling and receiving patients, preparing and maintaining medical records, basic secretarial skills and medical transcription, handling phone calls and writing correspondence, serving as liaison between the physician and other individuals and managing practice finances. Clinical duties may include asepsis and infection control, taking patient histories and vital signs, performing first aid and CPR, preparing patients for procedures, assisting the physician with examinations and treatments, collecting and processing specimens, performing selected diagnostic test, and preparing and administering medications as directed by the physician.

### **Admissions requirements:**

Open admission to the college. TSI requirements will be met while in the program to complete all developmental courses as prescribed by the TSI placement scores.

**Clinical Practice:** As a part of the Certified Medical Assistant curriculum, students must complete a number of hours of supervised clinical practice in different health care facilities. These hours will be obtained over two summer semesters. Students must be able to travel to the assigned clinical sites and transportation expenses are the student's responsibility. Currently, most clinical sites are within the Waco city limits, but this can change at any time and without prior notice. **Professional liability insurance** is required of all students enrolled in a clinical course. The insurance is purchased through the college and the fee is included with other registration fees.

In addition are students are encouraged to have personal health insurance. Low-cost policies are available through the college. Students must provide documentation of current immunizations prior to the first clinical assignment.

An annual TB test is required and CPR certification (for Healthcare Professionals) must be maintained by the student during the duration of their training.

Immunizations must be current for varicella, measles, mumps, rubella, diphtheria/tetanus, pertussis and hepatitis B.

Students must pass a comprehensive drug screen and background check prior to the first clinical assignment.

Issues concerning drug screens and background checks must be discussed with the Allied Health Programs Division Chair or Program Director prior to enrolling in the Medical Assistant courses.

Failure to comply with these requirements will result in being dropped from the program.

**Cost and Financial Aid**

Because various costs may change without prior notice, applicants are encouraged to contact the program director for current information. Scholarships, grants, loans, and work opportunities are available for students. For questions related to financial aid call the Office of Financial Aid at 254-299-8698.

**Accreditation**

The MCC Medical Assistant Program is accredited by the Commission on Accreditation of Allied Health Programs (CAAHEPs). Certification is obtained through the National Healthcareer

Association as a Certified Clinical Medical assistant (CCMA).

**Information and Advising**

Contact: David Choate, Program Director (254-299-8262) to schedule an appointment to discuss course advising.

McLennan Community College does not discriminate on the basis of sex, disability, race, creed or religion, color, age or national origin.

**CURRICULUM OUTLINE  
(AAS Degree 60 hours)**

<p><b>First Year</b>  <u>Prerequisite courses</u>  ENGL 1301 Freshman Composition I  BIOL 2404 Intro to A&amp;P  HPRS 1206 Medical Terminology or  HITT 1205  PHRA 1309 Pharmaceutical Mathematics I  POFT 1393 Special Topic Intro to  Keyboarding OR POFT 2303 Speed and  Accuracy Building</p> <p><u>Spring</u>  MDCA 1417 Procedures in a Clinical Setting  MDCA 1343 Medical Insurance  MDCA 1421 Admin Procedures  SPCH 1311, 1315, 1318, 1321, or COMM  1307</p> <p><u>Summer I</u>  MDCA 1160 Clinical (10 weeks)</p>	<p><b>Second Year</b>  <u>Fall</u>  MDCA 1448 Pharmacology and  Administration of Medications  MDCA 1305 Medical Law and Ethics  Language, Philosophy, Culture &amp; Creative  Arts. 3 Hrs.  MDCA 1409 A&amp;P for Medical Assistants</p> <p><u>Spring</u>  MDCA 1402 Human Disease/Pathophysiology  MDCA 1452 Medical Assistant Laboratory  Procedures  COSC 1301 Intro to Computing  PSYC 2301 General Psychology</p> <p><u>Summer I</u>  MDCA 1161 Clinical (10 weeks)</p> <p><u>Summer II</u>  MDCA 1154 Certified Medical Assistant  Exam Review</p>
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**Note: End of Program Requirement – Keyboard 30 Words a Minute**