

MEDICAL ASSISTING

ADMISSIONS INFORMATION

APPLICATION PERIOD: Fall 2024 CLASS

Deadline: December 1, 2023 (open until filled)

Caldwell Community College & Technical Institute
2855 Hickory Blvd
Hudson, NC 28638

Program Information

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 mastery of a complex body of knowledge and specialized skills requiring both formal educational and practical experience that serve as standards for entry into the profession.

Graduates of the Caldwell Community College and Technical Institute's Medical Assisting program are eligible to sit for the American Association of Medical Assistants' Certification Examination to obtain the CMA (AAMA) credential. By enrolling in CCC&TI's accredited program, students prepare themselves to gain the knowledge and skills required for certification.

Medical assistants are employed by physicians' offices, health Care Management Organizations (HMOs), insurance companies and other health care providers.

Most disciplines of Health Sciences require registration, certification or licensure to practice in the health care field. Most examining boards require proof of good moral character to apply to take the registration, certification or licensure examination.

Caldwell Community College and Technical Institute's Medical Assisting Program is accredited by the Commission on Accreditation of Allied Health Education Program (CAAHEP).

Mailing address:	CAAHEP 25400 US Highway 19 North Suite 158 Clearwater, FL 33763
Phone:	727-210-2350
Fax:	727-210-2354
Email:	mail@caahep.org

Medical Assisting is offered on the Caldwell campus in Hudson, NC. Applicants should be aware that travel in out-of-service areas may be required for clinical placement.

Admission Requirements

The following requirements must be completed before an applicant can be added to the waiting list for admission to the program.

1. **CCC&TI application**

Applications are available online at www.cccti.edu.

2. **Official documentation of high school graduation/high school equivalency**

A high school graduate should request an official transcript to be sent to CCC&TI indicating date of graduation. This is required even if the applicant holds a college degree.

Applicants with a high school equivalency must provide official documentation to CCC&TI from the granting institution.

Reproduced copies of documents are not acceptable.

3. **Official transcripts of any college work**

The applicant should request colleges to mail transcripts directly to CCC&TI.

If currently enrolled at another college, he should request a transcript now and another one at the completion of his courses.

4. **Gateway English and math readiness**

Applicant must be eligible to enter the program required gateway (college-level) English and math courses without a co-requisite or have successfully passed English and math transition courses as follows:

ENG 002 with a grade of P2

MAT 003 with a grade of P1

Contact one of the following in the Health Sciences Admissions Office for questions about English and math readiness:

Caldwell Campus

Last Names A-F: Amy Huffman 828.726.2710 or ahuffman@cccti.edu

Last Names G-L: Cristian McLaughlin 828.726.2704 or cmclaughlin@cccti.edu

Last Names M-Z: Ruthie Price 828-726-2711 or rprice@cccti.edu

Watauga Campus

Movita Hurst 828-297-3811 *5200 or mhurst@cccti.edu

5. **Information session (online)**

To become a qualified applicant, all students must complete the Medical Assisting Information Session from the Medical Assisting web page: <http://www.cccti.edu/MedAssist/MAInfoSession.asp>.

To receive credit for the Medical Assisting Information session, complete the MA Webpage Review Confirmation at the end of the information session. This completed form will be automatically emailed to Ruthie Price once you click the submit button.

6. MAR (Minimum Admissions Requirements) Review

Contact the Health Sciences Admissions Office to request the MAR Review as soon as ALL the above admissions requirements (steps 1-5) have been completed. During the MAR Review, the Health Sciences Admissions Office will review your file for completion. If all admissions requirements have been met, you will be assigned a consideration date which determines the order in which students are accepted. Request the MAR review by contacting one of the following:

Caldwell Campus

Last Names A-F: Amy Huffman 828.726.2710 or ahuffman@cccti.edu

Last Names G-L: Cristian McLaughlin 828.726.2704 or cmclaughlin@cccti.edu

Last Names M-Z: Ruthie Price 828-726-2711 or rprice@cccti.edu

Watauga Campus

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The Medical Assisting consideration date is given after completing ALL ADMISSIONS REQUIREMENTS.

Admission Process

The Medical Assisting program is a two-year associate degree with a limited class size. Acceptance into the program is first-come, first-served based upon completion of ALL admissions requirements. Approximately 24 students are accepted into the program each year. Other eligible students remain on a waiting list for future admittance. Students are notified of their acceptance during the month of December to begin the program the following August.

When considering whether to admit an individual into a specific program of study, the College shall take into account that federal law prohibits states from granting professional licenses to undocumented immigrants. Furthermore, graduation from a CCC&TI health science program alone does not guarantee that the student has met all eligibility requirements for licensure, certification, or registry required in order to practice in the related medical field. Prospective students should contact the appropriate agency prior to enrollment if they have any questions concerning their eligibility for credentialing examinations and legal ability to practice.

Notification Procedure

The students with the earliest consideration dates will be notified of acceptance to the 2024 Medical Assisting Program in December of 2023. Additionally, other complete applicants will be notified of either “alternate” or “complete” status. All complete students must respond to their notification letter by the established deadline communicated within the letter to secure their position on the waiting list. Complete applicants may be considered (by order of consideration date) if an accepted student declines or is disqualified before the start of the program.

All other Medical Assisting applicants who were incomplete with admissions requirements at that time will receive notification of his/her admission status via CCC&TI student email accounts and letter mailing during December each year. The notification will require a student response to keep their Medical Assisting application active for the next application period.

AFTER ACCEPTANCE: At the time an applicant receives their acceptance notification letter, the following requirements will be expected. Failure to submit proper and complete documentation by the deadlines specified by the program director will result in forfeiture of their seat in the class.

1. Physical examination.

After an applicant has been tentatively accepted into the Medical Assisting program, the individual is required to present documentation of physical and emotional health that indicates the applicant’s ability to provide safe care to the public.

An accurate and satisfactory completed student medical form (health form) which includes appropriate documentation of immunizations by the health care provider or county health department and physical exam results must be submitted to Certified Background Check Medical Document Management by the deadline stated in the acceptance letter. The physical examination form may be downloaded from the Certified Background web site when the order is placed. **Each student will be responsible for the cost of the electronic health form tracking.**

Requirements include current TB (1 step) skin test (within 12 months), mumps/measles/rubella blood titer or vaccine, proof of chicken pox immunity by vaccination or blood titer, and current immunizations for tetanus and diphtheria. It is required to complete and submit a COVID-19 vaccination status form. More information about this form and how to access it are at the provided link under Vaccination Protocols: <https://www.cccti.edu/COVID-19/Default.asp>. The student is also encouraged to obtain Hepatitis B immunizations. Otherwise, the decision to decline the Hepatitis B immunizations must be formally documented.

2. Infant, Child and Adult CPR certification.

One of the following is required: American Heart Association Basic Life Support Healthcare Provider course or American Red Cross Professional Rescuer or Healthcare Provider or National Safety Council Healthcare Provider. A copy of the CPR certification should be submitted by the deadline established by the program director.

3. Criminal background checks/Drug screening/ other expectations.

Criminal background checks and/or drug screenings are required for the student to participate in the clinical component of the medical assisting program. **A signed acknowledgement statement must have been submitted to the Health Sciences Admissions office as an admissions requirement** (a copy of the form will be given to the applicant to sign during the interview with the program faculty – see admissions requirement #7). All costs associated with criminal background checks and drug screenings are the responsibility of the student.

The students will assume responsibility for all health care or emergency room costs they might incur during their clinical rotations.

The student will assume the responsibility for travel to and from the clinical site and all associated costs.

The student will complete a final evaluation of all clinical rotation sites, including faculty and educational experience.

4. Progression Requirements

The medical assisting student must demonstrate an acceptable level of competency by earning a grade of “C” or better in all general education courses. All MED Courses require a grade of “C” or better to progress. Failure to maintain these program standards will result in student dismissal from the program. Refer to the Medical Assisting Program Guide for further details.

Please note: Each applicant is responsible for:

- *completing admission requirements,*
- *confirming receipt of letters and documents in the admissions office,*
- *keeping CCC&TI informed in writing of any personal information changes,*
- *keeping copies of all documentation submitted to CCC&TI.*

Technical Standards for Medical Assisting Program

In order to provide safe and effective patient care, the medical assisting student must be able to demonstrate, with or without reasonable accommodation, certain abilities in order to satisfactorily complete aspects of the medical assisting program curriculum and clinical agency requirements. These abilities include physical, cognitive, and behavioral attributes. Admission, progression, and completion of the program is contingent upon a student’s ability to satisfactorily demonstrate these essential functions.

The following essential functions/technical standards are deemed necessary by the CCC&TI medical assisting program in order to provide safe and effective patient care. The medical assisting program reserves the right to amend these essential functions as deemed necessary according to changes made by the clinical agencies or as dictated by accreditation standards. If an applicant or student feels that these standards cannot be met without accommodations or modifications, the college must determine on an individual basis, whether the necessary accommodations can be reasonable made. Requests for accommodations should be directed to Disability Services in Student Services.

Technical Standards for Medical Assisting Program

Functional Ability	Standard	Examples of Required Activities
Observation		
Visual	Normal or corrected visual acuity sufficient for accurate observation and performance of technician duties.	<ul style="list-style-type: none"> • See objects up to 20 feet away • Read and interpret the electronic medical record and/or associated paper medical records. • Visual acuity to read calibrations on 1 ml syringe
Hearing	Normal or assisted ability sufficient for assessment of patients	<ul style="list-style-type: none"> • Hear normal speaking level sounds • Hear auscultatory sounds
Smell	Olfactory ability sufficient to detect significant environmental and patient odors	<ul style="list-style-type: none"> • Detect odors from patient (foul smelling drainage, alcohol breath) • Detect smoke
Tactile	Tactile ability sufficient for physical monitoring and assessment of health care needs	<ul style="list-style-type: none"> • Feel vibrations (pulses) • Detect temperature changes • Palpate veins for cannulation
Communication		
Communication	Oral communication skills sufficient to communicate in English with accuracy, clarity, and efficiency with patients, their families and other members of the health care team, including non-verbal communication, such as interpretations of facial expressions, affect and body language.	<ul style="list-style-type: none"> • Give verbal directions to or follows verbal directions from other members of the healthcare team and participate in health care team discussion of patient care • Elicit and record information about health history, current health state and responses to treatment from patients or family members. • Convey information to patients and others as necessary to teach, direct and counsel individuals in an accurate, effective and timely manner • Recognize and report critical patient information to other caregivers
Motor Function		
Gross Motor Skills	Gross motor skills sufficient to provide the full range of safe and effective patient care	<ul style="list-style-type: none"> • Move within confined spaces such as a treatment room, examination room, or OR suite • Assist patients with impaired mobility with safe transfers • Administer CPR and maintain current certification
Fine Motor Skills	Fine motor skills sufficient to perform manual instrumentation as well as automated instrumentation	<ul style="list-style-type: none"> • Pick up and grasp small objects with fingers such as surgical instruments, syringes, pills • Perform phlebotomy • Perform required laboratory testing

Behavioral and Social		
Emotional/Behavioral Professional Attitudes and Interpersonal Skills	Emotional stability and appropriate behavior sufficient to assume responsibility/accountability for actions Present professional appearance and demeanor; demonstrate ability to communicate with patients, supervisors, physicians, and co-workers to achieve a positive and safe work environment Follow instructions and safety protocols Honesty and integrity above reproach	<ul style="list-style-type: none"> • Establish rapport with patients, instructors and colleagues • Respect and care for persons whose appearance, condition, beliefs and values may be in conflict with their own • Deliver patient care regardless of patient's race, ethnicity, age, gender, religion, sexual orientation or diagnosis • Conduct themselves in a composed, respectful manner in all situations and with all persons • Work with teams and workgroups • Demonstrate emotional skills to remain calm and maintain professional decorum in an emergency/stressful situation • Demonstrate prompt and safe completion of all patient care responsibilities • Exhibit ethical behaviors and exercise good judgment
Intellectual, Conceptual and Quantitative Abilities		
Cognitive/Quantitative Abilities	Reading comprehension skills and mathematical ability sufficient to understand written documents in English involving measurement, calculation, reasoning, analysis and synthesis	<ul style="list-style-type: none"> • Collect subjective and objective data from patients • Accurately process information on medication containers, providers' orders, equipment calibrations, medical records and policy and procedure manuals • Record measurements such as, but not limited to, blood pressure, pulse, temperature, weight, and laboratory findings
Conceptual/Spatial Abilities	Conceptual/spatial ability sufficient to comprehend three-dimensional and spatial relationships	<ul style="list-style-type: none"> • Comprehend spatial relationships in order to properly administer injections, perform phlebotomy, and assess wounds of various depths
Clinical Reasoning	Ability to reason across time about a patient's changing condition	<ul style="list-style-type: none"> • Evaluate patient or instrument responses, synthesize data, draw sound conclusions
Physical Ability		
Physical Endurance	Physical stamina sufficient to remain continuously on task for up to a 8 hour clinical shift while standing, sitting, moving, lifting and bending to perform patient care activities	<ul style="list-style-type: none"> • Walk/stand for extended periods of time; position and transfer patients. • Manually resuscitate patients in emergency situations
Mobility	Physical ability sufficient to move from room to room and to maneuver in small spaces; manual and finger dexterity; and hand-eye coordination to perform medical assistant duties	<ul style="list-style-type: none"> • Move around facility and in exam and treatment rooms • Position oneself in the environment to render care without obstructing the position of other team members or equipment

Medical Assisting Curriculum

Semester	Course		Class	Lab/Clinical	Credit
Fall I					
	*MED 110	Orientation to Medical Assisting	1	0	1
	MED 121	Medical Terminology I	3	0	3
	*MED 130	Administrative Office Procedures I	1	2	2
	ACA 115 OR	Success and Study Skills OR	0	2	1
	ACA 122	College Transfer Success	0	2	1
	BIO 163	Basic Anatomy and Physiology	4	2	5
	CIS 110	Introduction to Computers	2	2	3
		total	11	8	15
Spring I					
	MED 122	Medical Terminology II	3	0	3
	*MED 131	Administrative Office Procedures II	1	2	2
	*MED 140	Exam Procedures I	3	4	5
	ENG 111	Writing and Inquiry	3	0	3
	MAT 110	Math Measurement & Literacy	2	2	3
		total	12	8	16
Summer					
	PSY 150	General Psychology	3	0	3
	COM 120	Intro Interpersonal Communication	3	0	3
	*MED 240	Exam Room Procedures II	3	4	5
		total	9	4	11
Fall II					
	*MED 182	CPR First Aid & Emergency	1	2	2
	*MED 118	Medical Law and Ethics	2	0	2
	*MED 150	Lab Procedures I	3	4	5
	*MED 272	Drug Therapy	3	0	3
		total	9	6	12
Spring II					
	*MED 260	Medical Clinical Practicum	0	15	5
	*MED 262	Clinical Perspectives	1	0	1
	*MED 264	Medical Assisting Overview	2	0	2
		HUM/FINE ARTS elective	3	0	3
		total	6	15	11
		Total	47	41	65

****Denotes classes that are part of the cohort. Applicants may not take these classes until they have been officially accepted to the program.***

Estimated Medical Assisting Program Costs

Item Expense	Amount	Expense Timeline
Tuition*	\$5495.00	\$76.00 per semester hour + \$35 per fall/spring semester activity fee + \$2 per course campus service fee
Liability (Malpractice) Insurance	\$13.00	Summer I, Fall II, Spring II (Included in course cost)
Graduation Fee	\$25.00	Last Spring semester
Criminal Background Check, Drug Screen, & Immunization Tracker	\$143.00	Fall II
Uniforms (2 tops, 2 pair of pants, and 1 lab jacket with embroidery)	Approximately \$150.00	Purchased as a group during Fall II
Shoes (clinical quality)	Varies	Fall II
Blood pressure cuff, stethoscope, watch with second hand	\$100.00 (Depending on student comfort and use of items)	Spring I
Textbooks	TBD	Ongoing
Travel	Varies	Students are responsible for travel to and from school and clinical sites plus any parking fees Students are responsible for travel for field trips and community service projects.
Credentialing Exam	\$125.00	Spring II

* Fees and rates are subject to change without notice as determined by the General Assembly of North Carolina

For additional information, please contact:

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mhurst@cccti.edu

Since health program standards are mandated by accrediting and regulatory agencies, revisions to the above information may be necessary. Efforts will be made to keep changes to a minimum and finalized one year in advance of the starting date of the program; however, the college reserves the right to revise any part or section as necessary.