



3505 Arendell Street, Morehead City, NC 28557 ♦ (252) 222-6000 ♦ www.carteret.edu

**MEDICAL ASSISTING
2020-2021
Entry Fall 2020**

The Medical Assisting field is one of the fastest growing professions in the country. The Medical Assisting curriculum is designed to prepare multi-skilled professionals to perform administrative, clinical and laboratory procedures. The Medical Assisting program begins once a year with the fall semester. Upon successful completion of the Medical Assisting diploma program, the graduate is eligible to sit for national certification through the American Association of Medical Assistants (AAMA) to become a Certified Medical Assistant (CMA). Graduates of the certificate program are not eligible to sit for the certification exam.

Course work includes instruction in scheduling appointments, coding and processing insurance accounts, billing, collections, computer operations; assisting with examinations/treatments, performing routine laboratory procedures, electrocardiography, supervised medication administration; and ethical/legal issues associated with patient care.

Employment opportunities include physicians' offices, health maintenance organizations, health departments, and hospitals.

Applications are accepted beginning **October 1, 2019** for admission into the Fall 2020 class. An applicant must have a completed admissions file by **May 7, 2020**, to be considered for the initial acceptance process. Applicants meeting this deadline and with a completed admission file containing all requirements may be considered for admission during the initial acceptance process. If the program is not at capacity after the initial acceptance process, a second enrollment period may be announced. During this period, applicants must have a completed admission file to be considered. The program chair reserves the right to end this second enrollment period once the class become full. Meeting admission requirements does not guarantee admission into the program.

ADMISSIONS REQUIREMENTS

1. **Application:** All new students apply to, "Health Science: Therapeutic & Diagnostic Services (Nurse Aide Diploma). If currently enrolled at CCC, skip this step.

Complete a "[CFNC Online Application for Carteret Community College](#)" for admission.

2. **Interest Form:** Complete an electronic "[Health Sciences Interest Form](#)" for the program of study.
3. **Checklist:** Submit a "Health Sciences Program Checklist" to the Health Science Advisor in Student Services. This form is available in Student Services, or on the program webpage at [Admission Check List](#).

4. **Transcripts:** Request official transcripts from high school and all colleges attended and forward directly to the admissions office. Applicants who have earned a GED or Adult High School diploma must also have official scores and transcripts forwarded in addition to the high school transcripts. Official transcripts are those received either by mail or by hand delivery to the

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Admissions office in the original, sealed envelope from the awarding institution or agency. Faxed transcripts are not considered to be official records. Transcripts are also accepted electronically directly from the awarding institution only.

Home-schooled students must submit a copy of the home school's approved registration from the state in which they are registered.

Do not submit the MEDICAL ASSISTING PROGRAM APPLICATION PACKET CHECKLIST until all transcripts have been received by the College. Login to your WebAdvisor account and look under "Communication," then "My Documents" to verify that all transcripts have been received.

Grades of "C" or better are required in all program related curriculum courses.

5. **Placement Tests:** Placement tests must be completed (RISE, NCDAP or ACCUPLACER) within 10 years of starting semester.

Placement testing may be waived based upon the following:

- Completion of required college-prep or college-level course work with a grade of "C" or better
- Achievement of benchmark scores on the SAT or ACT test

Instructions on how to schedule placement testing are found on the college website under "How to Apply" (step four) or you may call the Academic Support office to schedule at (252) 222-6218.

6. **Academic Readiness:**

I. ENGLISH Equivalents: (complete one)

- A. Placement Test completed (RISE, NCDAP or ACCUPLACER) within 10 years of starting semester with ENG-111 placement.
- B. Completed DRE-098 or equivalent
- C. Placement Waiver per Multiple Measures, SAT, or ACT
- D. Completed ENG-111 or equivalent

II. MATH Equivalents: (complete one)

- A. Placement Test completed (RISE, NCDAP or ACCUPLACER) within 10 years of starting semester with MAT-110 or higher placement.
- B. Completed DMA-010 through DMA-030 or equivalent
- C. Placement Waiver per Multiple Measures, SAT, or ACT
- D. Completed MAT-110 or higher or equivalent course

7. **General Information Session:** Applicants with a complete admissions file will be scheduled for a group information session with the of the Medical Assisting program. Applicants will receive written notification of decisions after the general information session process.

After Acceptance:

8. **Medical History/Physical Form:** Applicants accepted into the Medical Assisting Program must possess physical and emotional health compatible with the ability to provide safe patient care. A Medical History/Physical form will be mailed with the tentative acceptance letter by the Medical Assisting Program Chair. The Physical Form must be completed by a physician, physician's assistant, or nurse practitioner. The Medical Assisting Program Chair will designate the time frame for completion and submission of the forms.

DO NOT COMPLETE THESE FORMS OUTSIDE OF THE SPECIFIED TIME FRAME

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College Graduate: Masters _____ (10)
 BS Degree _____ (4)
 AS/AAS/AA _____ (2)

Part I Total Score: _____

PART II: College or High School/GED Transcripts

If applicant has completed at least 12 semester hours (or equivalent) of college credit from an accredited institution, then college transcripts will be evaluated. If not, then high school transcripts or GED scores will be used.

College Overall GPA **Score**

(2.5-2.99) =2 (3.0-3.49) =3 (3.5+) =4 _____

High School Overall GPA **Score**

(2.5-2.99) =2 (3.0-3.49) =3 (3.5+) =4 _____

GED Overall Score **Score**

(250-274) =2 (275-299) =3 (300+) =4 _____

Part II Total Score: _____

PART III: Medical Experience (copy of transcript, copy of certificate, a license or a listing on registry.)

EMT (Basic, Intermediate, Paramedic) 2 pts

CNA I 2 pts

CNA II 2 pts

Phlebotomy 2 pts

High School Health Career 2 pts

Pathway 2 pts

Medical Office Shadowing 2 pts

Other: _____

Medical Assisting Information
Session Attendance 2 pts

Part III Total Score: _____

Part IV: Information Attendance

Part IV: Total Score: _____

TOTAL SCORE: _____

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PERFORMANCE STANDARDS REQUIRED OF MEDICAL ASSISTING STUDENTS

Medical Assistant duties involve cognitive, sensory, affective, and psychomotor performance requirements. Therefore, the following activities are examples of the kinds of activities that a student in the Medical Assisting program would be required to perform in order to successfully complete the program. The examples used are not all inclusive.

Critical thinking: The medical assisting student must possess critical thinking skills sufficient for clinical judgment. For example, the student must be able to use critical thinking as a basis for identifying/resolving patient problems.

Interpersonal Skills: The medical assisting student should possess interpersonal skills sufficient to interact with individuals, families, and groups from a variety of social, emotional, cultural, and intellectual backgrounds. For example, the student should be able to establish a helping relationship with patients, families, and colleagues.

Communication: The medical assisting student must possess communication skills sufficient for interaction with others in verbal and written format. Required communication abilities including speech, hearing, reading, writing, language skills and computer literacy are required. For example, the student must be able to read and convey actions and patient responses to health care team members, both verbally and in writing.

Mobility: The medical assisting student should possess physical skills sufficient to move from room to room and maneuver in small spaces. For example, the student must be able to move in patient rooms, work spaces, and treatment areas.

Motor Skills: The medical assisting student should possess gross and fine motor skills sufficient to provide safe and effective care. For example, the student must be able to use equipment, administer injections, insert catheters, and other assigned duties under the supervision of the physician.

Hearing: The medical assisting student should possess auditory skills sufficient to monitor and observe health needs. For example, the student must be able to hear monitor alarms, emergency signals, and cries for help.

Visual: The medical assisting student should possess visual skills sufficient for observation of patient health changes. For example, the student must be able to observe patient responses, see a change in skin color, and read a scale on a syringe.

Tactile: The medical assisting student should possess tactile skills sufficient to assist physician in a physical assessment. For example, the student must be able to palpate a pulse.

Weight-bearing: The medical assisting student should possess the ability to lift and carry up to 25 pounds on a weekly or daily basis. For example, the student must be able to position and transfer patients.

Cognitive skills: The medical assisting student must possess the ability to organize responsibilities, make decisions, and make accurate mathematical calculations. For example, the student must be able to evaluate patient complaints.

Occupational exposure: The medical assisting student should possess the ability to protect self and others by implementing appropriate precautions due to possible exposure to communicable disease and/or body fluids, toxic substances, and medicinal preparations. For example, the student may encounter a patient with hepatitis B or AIDS and must be able to use standard precautions. When a health problem occurs that results in multiple absences from class, lab, or clinical or injury impede meeting the performance standards for a period of time, the medical assisting student is required to bring documentation from the physician or other healthcare provider noting the student can safely resume activities in the

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program. This documentation will be used to help determine if the student can return to class, lab, and/ or clinical course requirements.

OTHER INFORMATION

Note: A criminal background check and/or drug testing may be required by the clinical site prior to participation in the clinical component. A student's progress toward graduation would be limited by any inability to complete the clinical portion of the program due to a clinical site not allowing that student to participate due to the results of the background check or drug screen. Any questions concerning the criminal background check should be directed to the Program Chair.

ADDITIONAL EXPENSES BEYOND TUITION AND FEES

**Based on Certificate/Diploma (Certificate/1 year) or
Associate in Applied Science (2 year)**

(Amounts are estimates and subject to change)

First Year Medical Assisting

Medical Exam/Hepatitis	\$300.00	TB Screen Update	\$50.00
Uniforms	\$250.00	Supplies & CPR Certification	\$120.00
Books *	\$2,500.00	Application/licensure fees	\$130.00
Castle Branch	\$150.00	Additional Travel/Misc Expense	\$300.00
Grad Ceremony *	\$80.00		

Second Year Medical Assisting

Books	\$600.00	Supplies	\$300.00
Grad Ceremony	\$80.00	Application/Licensure	\$130.00

*Certificate

MEDICAL ASSISTING FACULTY

Vonda R. Godette, RN, MSN, CMA (AAMA)
Chair, Medical Assisting
Wayne West Building, Office 138
(252) 222-6168 godettev@carteret.edu

Angelia Carr-Grady
Clinical Coordinator / Instructor
Wayne West Building, Office 244
(252) 222-6170
Carr-GradyA@carteret.edu

HEALTH SCIENCES DEAN

Laurie Freshwater, MA, RRT, RPFT, RCP
Dean, Health Sciences
Wayne West Building, Office 242
(252) 222-6281
freshwaterl@carteret.edu

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PROGRAM APPROVAL INFORMATION

The Carteret Community College Medical Assisting Diploma Program is accredited by the **Commission on Accreditation of Allied Health Education Programs** Website: (www.caahep.org); upon recommendation of the **Medical Assisting Education Review Board (MAERB)**. Commission on Accreditation of Allied Health Education Programs; 25400 US Highway 19, N Suite 158; Clearwater, FL 33763; 727-210-2350; www.caahep.org

SACSCOC: Carteret Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Carteret Community College

For any admissions requirement questions, contact the Admissions Office at (252) 222-6155 or by e-mail at admissions@carteret.edu