

# **Medical Assisting**

**- Revised for Spring/Fall 2021 application -**

The Dallas College School of Health Sciences offers a 40-credit hour certificate in Medical Assisting at the El Centro campus. The 13-month curriculum is 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 **competitive ranking system based on points awarded for designated criteria.**

The Medical Assisting Program at the El Centro campus is accredited by the Commission on Accreditation of Allied Health Education Programs upon recommendation of the Medical Assisting Education Review Board (MAERB). CAAHEP, 9355 – 113th St. N, #7709 Seminole, FL 33775 Phone: 727-210-2350, [www.caahep.org](http://www.caahep.org).

**This information packet contains specific application guidelines and requirements. Submission of application materials verifies that an individual has 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 Dallas 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 Dallas 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 complete application materials to the Health Occupations Admissions Office via email during a designated filing period.

A.General Admission Requirements to the College

Applicants to the Medical Assisting program must meet all [college admission requirements](https://www1.dcccd.edu/catalog/GeneralInfo/AdmissAssessAdvEnroll/require.cfm?loc=econ) as outlined in the official college catalog.

Applicants must have earned either a high school diploma or General Education Diploma (GED) in addition to complying with Texas Success Initiative (TSI) requirements before they will be eligible to apply to the program. Students should consult an academic advisor to determine their TSI status prior to application to the Medical Assisting program.

All students applying or enrolled at a Dallas College campus 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 College campus.

### Official College Transcripts

Prior to application to the Medical Assisting program, potential applicants must have submitted ***official transcripts from all colleges and universities the applicant has attended whether the coursework is or is not relevant to the program application***. Transcripts from Dallas College campuses are not required.

The transcripts must be current with the **print date no earlier than three years** prior to the applicant’s anticipated admission to the program. If the official transcripts have not been submitted, the individual’s application will be voided.

Official transcripts must be sent electronically from the applicant’s previous colleges to [registrar-ecc@dcccd.edu](mailto:registrar-ecc@dcccd.edu). Transcripts sent by the applicant in pdf or other formats are not accepted. Transcripts may also be mailed from a college in a sealed envelope to Registrar-El Centro campus, 801 Main Street, Dallas, TX 75202-3604.

### Initial College Application, Advisement, and Enrollment

Students who are beginning college for the first time will follow the [Six Steps to Enrollment](https://www.dallascollege.edu/admissions/application/pages/default.aspx) which will guide them from applying the college system to placement testing, selecting a degree plan, contacting an academic advisor, and enrolling in basic courses.

A student who has not completed college coursework should request a general Associate Degree plan from the Academic Advisement Center as a starting point toward future application to a health occupations program. ***NOTE: Additional assessment testing in computer literacy and learning frameworks courses may be required for certain students.***

### Online Program Information Sessions

Potential applicants are required to view an online [Medical Assisting information session](https://www.dallascollege.edu/health-packets-sessions) where the program, application procedures, and acceptance policies are discussed in detail. The information session must be viewed as a running Power Point and a link to a questionnaire will activate at the end of the presentation. Once the questionnaire is submitted, application forms will be emailed to the applicant within 1-2 business days.

B.Prerequisite Courses

Applicants must complete the two (2) prerequisite courses listed below with a minimum grade of “C” in each course before applying to the Medical Assisting program.

|  |  |  |
| --- | --- | --- |
| Prerequisite Courses |  | Credit Hours |
| ENGL 1301 | Composition I | 3 |
| SPCH 1311\* | Introduction to Speech Communication | 3 |
| 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

Official transcripts are fully evaluated by the Dallas College Transcript Evaluation Center after a student has been enrolled for at least one regular semester. However, the Health Occupations Admissions Office at the El Centro campus also evaluates a student’s coursework and generates an Educational Plan for the student. The [Educational Plan](https://forms.office.com/Pages/ResponsePage.aspx?id=U1R-1i9z3EqUpEiI8tl9XR-JTZXG4gtGtI5xwkPieuFUOFdER1BQS1k5TU02R09FQTU0WFVDTEJQWSQlQCN0PWcu) is a preliminary, unofficial degree plan for advisement purposes and only reflects specific courses toward a health occupations program.

Educational Plans are optional and are not required for application to a health occupations program. Ed Plans 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, an Educational Plan should be requested at least one semester prior to a program application filing deadline if possible.

**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.**

*The School of Health Sciences and the Health Occupations Admissions Office reserve the right to accept or reject any coursework completed at other colleges presented for transfer evaluation toward Health Occupations programs.*

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.

See detailed information regarding [Advanced Placement, CLEP, and Credit by Examination.](https://www.dallascollege.edu/cd/credit/pages/ecc-health-resources.aspx)

D***.*** Castle Branch

Students enrolled in the Medical Assisting program are required to have a current physical examination, specific immunizations, a tuberculosis screening, and BLS (Basic Life Support) CPR certification. The School of Health Sciences 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 complete. This documentation may be submitted at the time of application but all immunizations, physical form, TB screening, and CPR certification documentation must be submitted and approved before enrollment in their clinical externship.

Some of the immunizations require multiple doses on a specific timeline over several months. Therefore, potential applicants to this program are advised to begin their immunizations as soon as possible before application to the program.

**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 which is during the final semester of the program.**

**If a student is accepted to the Medical Assisting program for the Spring 2021 semester, their clinical will be scheduled for January 2022 and their immunizations, etc. must be complete with Castle Branch no later than October 1, 2021.**

**If a student is accepted to the Medical Assisting program for the Fall 2021 semester, their clinical will be scheduled for September 2022 and their immunizations, etc. must be complete with Castle Branch no later than June 1, 2022.**

**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 [Immunization Requirements](https://www.dallascollege.edu/cd/credit/pages/ecc-immunization-requirements.aspx).

If the applicant has personal healthcare coverage at the time of application, that documentation may also be submitted to Castle Branch. If accepted to the program, the applicant must submit proof of coverage to Castle Branch prior to attending clinical practicum. For more information, see item 6 on page 12 of this packet.

E.Application Packet Submission

**Read the Following instructions carefully.**

After completing the two Medical Assisting Prerequisite Courses, the student is ready to submit their application materials. **Incomplete application materials will be disqualified.**

Application materials must be scanned and emailed to [ECCHOAO@dcccd.edu](mailto:ECCHOAO@dcccd.edu) as pdf documents by the application filing deadline.

Application materials must include the following to be considered complete and valid:

1. A completed Medical Assisting Program **Application Form** and the signed **Statement of Students’ Responsibility form.**
2. **A photocopy of the student’s high school diploma, high school transcript, or GED certificate.**
3. **If a member of Phi Theta Kappa, include a photocopy of your official Phi Theta Kappa membership card/certificate. (NOTE: Submitting the PTK number or any other statement of membership is not accepted.**

**NOTE: Applicants are solely responsible for ensuring that their current official transcripts from all previously attended colleges and universities (excluding Dallas Colleges) are submitted to a Registrar/Admissions Office at a Dallas College campus prior to applying to an El Centro 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 and Castle Branch documents.**

**Once application materials are emailed to the health occupations admissions office, additional materials cannot be added in later emails.**

## 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.

Early submission of an application during a specific filing period does not influence ranking for admission.

## 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 20 points on the designated criteria below:

|  |  |
| --- | --- |
| **Point Award Criteria** | **Potential Points**  **Per Criteria** |
| **Prerequisite Course Cumulative GPA (2.00 minimum required)**  2.00 = 1 points  2.50 = 3 points  3.00 = 5 points  3.50 = 7 points  4.00 = 10 points | 10 points |
| **Support Courses completed with a minimum grade of “C”**  MDCA 1313 – Medical Terminology + = 3 points  HPRS 2300 – Pharmacology + = 3 points  + HPRS 2302 – Medical Terminology and  RNSG 1301 – Pharmacology are also accepted | 6 points |
| **Complete Physical form, Immunizations, CPR submitted to Castle Branch by the application filing deadline** | 2 points |
| **Phi Theta Kappa Membership** (must submit PTK card with application materials) | 2 points |
| **Maximum Total Points** | 20 points |

\* If 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.

## H. Notification of Acceptance

Individuals who receive an acceptance email are required to return a confirmation form within a specified timeframe to verify their space in the class. Failure to return the confirmation form by the specified date or failure to attend the scheduled preregistration/orientation seminar for the accepted class will result in forfeiture of their space in that class.

**NOTE:** Applications materials submitted during an official filing period are not “held over” to the next year’s official filing period. Students who are not selected for admission to the Medical Assisting program or students who decline their acceptance may reapply again during the next year’s filing period to be considered for a future admission opportunity.

## I. 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: 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 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:**

[**Medical Assisting information packet/information session**](http://www.elcentrocollege.edu/Health-Packets)

**Visit the** [**Medical Assisting**](https://www.dallascollege.edu/cd/credit/medical-assisting/pages/default.aspx)  **webpage.**

**Like us on** [**Facebook.**](https://www.facebook.com/groups/ECC.AlliedHealthandNursing)

We would appreciate your comments on our customer service by completing a brief [survey](https://dcccdnlc.co1.qualtrics.com/jfe/form/SV_ey8GuYYCjHZTAwJ).

## Curriculum Overview – Medical Assisting Program – Fall Entry

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Prerequisites |  | Lec  Hrs | Lab  Hrs | Ext  Hrs | Cont  Hrs | Cr  Hrs |
| ENGL 1301 | Composition I | 3 | 0 | 0 | 48 | 3 |
| SPCH 1311\* | Introduction to Speech Communication | 3 | 0 | 0 | 48 | 3 |
| Total Prerequisite Hours | | 6 | 0 | 0 | 96 | 6 |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Semester I – Fall (Courses online for this semester only.) | | Lec  Hrs | Lab  Hrs | Ext  Hrs | Cont  Hrs | Cr  Hrs |
| MDCA 1313  HPRS 2302 | Medical Terminology ***OR***  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 | 2 | 0 | 0 | 32 | 2 |
| Total Hours Semester I | | 9 | 0 | 0 | 144 | 9 |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Semester II – Spring | | Lec  Hrs | Lab  Hrs | Ext  Hrs | Cont  Hrs | Cr  Hrs |
| 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 | 3 | 0 | 0 | 48 | 3 |
| Total Hours Semester II | | 14 | 3 | 0 | 272 | 15 |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Semester III – May Term/Summer | | Lec  Hrs | Lab  Hrs | Ext  Hrs | Cont  Hrs | Cr  Hrs |
| MDCA 1391 | Special Topics in Medical Assisting | 2 | 2 | 0 | 64 | 3 |
| MDCA 1352 | Medical Assistant Laboratory Procedures | 2 | 2 | 0 | 64 | 3 |
| Total Hours Semester III | | 4 | 4 | 0 | 128 | 6 |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Semester IV – Fall (August-September) | | Lec  Hrs | Lab  Hrs | Ext  Hrs | Cont  Hrs | Cr  Hrs |
| MDCA 2361 | Clinical – Medical/Clinical Assisting | 0 | 0 | 10 | 160 | 3 |
| MDCA 1154 | Medical Assisting Credent. Exam Review | 1 | 0 | 0 | 16 | 1 |
| Total Hours Semester IV | | 1 | 0 | 10 | 176 | 4 |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | | Lec  Hrs | Lab  Hrs | Ext  Hrs | Cont  Hrs | Cr  Hrs |
| 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 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

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Prerequisites |  | Lec  Hrs | Lab  Hrs | Ext  Hrs | Cont  Hrs | Cr  Hrs |
| ENGL 1301 | Composition I | 3 | 0 | 0 | 48 | 3 |
| SPCH 1311\* | Introduction to Speech Communication | 3 | 0 | 0 | 48 | 3 |
| Total Prerequisite Hours | | 6 | 0 | 0 | 96 | 6 |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Semester I – Spring (Courses online for this semester only.) | | Lec  Hrs | Lab  Hrs | Ext  Hrs | Cont  Hrs | Cr  Hrs |
| MDCA 1313  HPRS 2302 | Medical Terminology ***OR***  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 | 2 | 0 | 0 | 32 | 2 |
| Total Hours Semester I | | 9 | 0 | 0 | 144 | 9 |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Semester II – May Term/Summer | | Lec  Hrs | Lab  Hrs | Ext  Hrs | Cont  Hrs | Cr  Hrs |
| MDCA 1391 | Special Topics in Medical Assisting | 2 | 2 | 0 | 64 | 3 |
| MDCA 1352 | Medical Assistant Laboratory Procedures | 2 | 2 | 0 | 64 | 3 |
| Total Hours Semester II | | 4 | 4 | 0 | 128 | 6 |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Semester III – Fall | | Lec  Hrs | Lab  Hrs | Ext  Hrs | Cont  Hrs | Cr  Hrs |
| 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 | 3 | 0 | 0 | 48 | 3 |
| Total Hours Semester III | | 14 | 3 | 0 | 272 | 15 |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Semester IV – Spring (January-February) | | Lec  Hrs | Lab  Hrs | Ext  Hrs | Cont  Hrs | Cr  Hrs |
| MDCA 2361 | Clinical – Medical/Clinical Assisting | 0 | 0 | 10 | 160 | 3 |
| MDCA 1154 | Medical Assisting Credent. Exam Review | 1 | 0 | 0 | 16 | 1 |
| Total Hours Semester IV | | 1 | 0 | 10 | 176 | 4 |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | | Lec  Hrs | Lab  Hrs | Ext  Hrs | Cont  Hrs | Cr  Hrs |
| 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 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 at the El Centro campus admits a class of 20-30\* students each Fall and Spring semester at the El Centro campus.

\*The Dallas College School of Health Sciences reserves the right to make changes in program enrollment capacity.

1. The Medical Assisting program at the El Centro campus 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 hours, usually 2-4 days per week except for 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.
2. Students enrolled in the Medical Assisting program at the El Centro campus 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.
3. Applicants to the Medical Assisting program at the El Centro campus 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 to be allowed to progress to the clinical experience in their final semester of the program. Download more information at [Physical Exam and Immunization Requirements](https://www.dallascollege.edu/cd/credit/pages/ecc-immunization-requirements.aspx).

The physical examination must be on the **official physical form** and must have been documented no earlier than 12 months prior to the application deadline. The specific immunizations and screenings are indicated on the health form. See page 4, section D for those deadlines.

***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.***

1. All Medical Assisting students must be certified in BLS (Basic Life Support) CPR certification as designated by the **American Heart Association** and a photocopy of the front and back of the card must be submitted to Castle Branch before the student will be allowed to attend a clinical rotation. The CPR certification must not expire during a semester when enrolled in the program. CPR classes are available through the El Centro Continuing Education Division, the American Heart Association, various hospitals, independent instructors, etc. **Online CPR certification classes must include an in-person skills check off on a manikin. Totally online CPR certification classes including those offered by the Red Cross are not valid for application to health occupations programs.**
2. 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>.
3. Externship (clinical) opportunities may be limited for students without Social Security numbers. If accepted to the program, a student must contact the El Centro 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.
4. 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.** See the presentation [Getting Ready for Online Learning](https://www.dallascollege.edu/cd/credit/online-learning/getready/pages/default.aspx) to see if you are a good candidate for online learning.
5. *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 Screen](https://www.dallascollege.edu/cd/credit/pages/ecc-health-resources.aspx) 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 School of Health Sciences 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.***

1. 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.
2. Dallas 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 Go-Pass](https://www.dallascollege.edu/resources/dart-gopass/pages/default.aspx) for that semester. DART passes are available two weeks after the semester begins.
3. 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. See [Six Drop Rule](https://econnect.dcccd.edu/DroppingFacts.jsp) for more information.
4. Dallas College charges a higher tuition rate for courses in which a student registers for the third or more times. The [Third Attempt Policy](https://www.dallascollege.edu/paying-for-college/cost-tuition/third-course-attempt/pages/default.aspx?utm_source=shortcut+url&utm_medium=redirect&utm_campaign=financial+aid&utm_term=thirdcourseattempt) includes courses taken at any of the Dallas College campuses since the Fall 2002 semester. Developmental courses are not considered in this policy.
5. A student may apply to more than one El Centro 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 El Centro Health Occupations program may not apply or be considered for admission selection for another El Centro Health Occupations program unless their current program of study will complete before the second program curriculum begins.

1. Financial Aid: Students should apply for [financial aid](https://www.dallascollege.edu/paying-for-college/financial-aid/Pages/default.aspx) well in advance of program application.
2. Please visit the [American Association of Medical Assistants](http://www.aama-ntl.org/) website below for links to professional organizations and other information regarding the medical assisting profession
3. Please contact the individuals below for assistance (physical addresses):

Sandra Alexander

Program Coordinator

Medical Assisting

El Centro campus/Paramount

301 North Market Street

Dallas TX 75202

Email [SAlexander@dcccd.edu](mailto:SAlexander@dcccd.edu)

Telephone: 972-860-5048

Jesse Elizardo, Medical Assisting

Health Occupations Admissions Office

El Centro campus/Paramount

301 North Market Street

Dallas TX 75202

Email: [JElizardo@dcccd.edu](mailto:JElizardo@dcccd.edu)

Telephone: 972-860-5007

**Official transcripts should be mailed directly to:**

Registrar - El Centro campus

801 Main Street

Dallas, TX 75202-3604

**Electronic transcripts must be sent directly to:**

[Registrar-ECC@dcccd.edu](mailto:Registrar-ECC@dcccd.edu)

## Estimated Expenses for the Medical Assisting Program – Fall Entry \*

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| --- | --- | --- | --- |
| Prerequisite Courses | Dallas County Resident | Out of County Texas Resident | Out of State/  Country Resident |
| Tuition/Textbooks (6 credit hours) | $ 474.00 | $ 810.00 | $ 1,200.00 |

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| Semester I (Fall) |  |  |  |
| Tuition/Textbooks (9 credit hours) | $ 711.00 | $ 1,215.00 | $ 1,800.00 |

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| Semester II (Spring) |  |  |  |
| Tuition/Textbooks (15 credit hours) | $ 1,185.00 | $ 2,025.00 | $ 3,000.00 |
| 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 |
| Total Semester II | $ 1,730.00 | $ 2,570.00 | $ 3,545.00 |

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| Semester III (Summer) |  |  |  |
| Tuition/Textbooks (6 credit hours) | $ 474.00 | $ 810.00 | $ 1,200.00 |
| Background Check/Drug Testing | 86.00 | 86.00 | 86.00 |
| Total Semester III | $ 560.00 | $ 896.00 | $ 1,286.00 |

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| Semester IV (Fall) |  |  |  |
| Tuition/Textbooks (4 credit hours) | $ 316.00 | $ 540.00 | $ 800.00 |
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| **Total Estimated Program Expense** | **$ 3,791.00** | **$ 6,031.00** | **$ 8,631.00** |

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\* Tuition now includes textbook costs. These and other fees are subject to change. See official catalog for tuition table. A [Tuition Payment Plan](https://www.dallascollege.edu/paying-for-college/payments/Pages/payment-plans-UNPUB.aspx) option is available in fall and spring semesters.

+ These fees may vary with the individual.

\*\* Estimated cost of physical exam, immunizations, and CPR certification

Other costs to consider: Personal health care insurance coverage, transportation and parking fees to El Centro and clinical externship sites.

## Medical Assisting Application Checklist

This checklist is provided to assist you in following the steps to prepare for program application. It is not part of the application materials that are emailed to [ECCHOAO@dcccd.edu](mailto:ECCHOAO@dcccd.edu).

1. \_\_\_\_\_ Download an [Medical Assisting information packet and view the online information session](https://www.dallascollege.edu/health-packets-sessions).
2. \_\_\_\_\_ Complete an application for college admission and consult an academic counselor as needed for TSI counseling, placement testing, etc. and complete any developmental courses as may be prescribed from test scores.

1. \_\_\_\_\_ Submit official transcripts from all previously attended colleges and universities to the El Centro Registrar’s Office or the Registrar/Admissions Office at any other Dallas College campus.
2. \_\_\_\_\_ 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

1. \_\_\_\_\_ 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 2302 – Medical Terminology

\_\_\_\_\_ HPRS 2300 or RNSG 1301 – Pharmacology

1. \_\_\_\_\_ If the above courses were taken at another college other than a Dallas College campus, 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.
2. \_\_\_\_\_ Not required but optional prior to application: Download the [Physical Exam form and Immunization requirements](https://www.dallascollege.edu/cd/credit/pages/ecc-immunization-requirements.aspx)  from the Castle Branch website; see a physician or healthcare clinic for a physical examination, immunizations, TB screening, etc., and obtain BLS CPR certification. Submit physical exam form, immunizations, TB screening documentation, and photocopy of front and back of CPR card to Castle Branch no later than a specified date before clinical rotation is scheduled.
3. Compile the following complete application materials:

\_\_\_\_\_ Completed Medical Assisting Application and signed Statement of Students’ Responsibility forms.

\_\_\_\_\_ Photocopy of high school transcript, high school diploma, or GED certificate.

\_\_\_\_\_ Photocopy of your official Phi Theta Kappa membership card/certificate (if applicable).

\_\_\_\_\_ Copies of any request for course substitution forms (for evaluated transferred courses).

1. \_\_\_\_\_ Email all materials in item 8 to [ECCHOAO@dcccd.edu](mailto:ECCHOAO@dcccd.edu) by the application filing deadline.
2. Ranking of applicants is complete and notification emails are sent.