NORTHEAST TEXAS COMMUNITY COLLEGE

Medical Assisting Program
2023 Application Packet

The goal of the medical assisting program is to prepare competent, entry-level medical assistants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.

The Medical Assisting program is a 24-month curriculum 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 examining room assisting. Upon completion of the program the graduate will be awarded an Associate of Applied Science degree.

The NTCC Medical Assistant AAS program is accredited by the Commission on Accreditation of Allied Health Education programs (www.caahep.org) upon the recommendation of the Medical Assisting Education Review Board (MAERB).

Enrollment is limited to 20 students per year and not every student who applies is admitted. A potential applicant who has not completed ENGL 1301 or ENGL 2311 prior to application must be eligible to enroll in ENGL 1301or ENG 2311 Technical Writing in the first semester of Medical Assisting courses in order to be eligible to apply to the program. A candidate making application to the program will demonstrate satisfactory written and verbal communication skills and thought processes through a written questionnaire provided to the candidate during the face-to-face interview process. Selection consideration includes grammar, spelling punctuation, neatness, legibility, critical thinking, clarity of expression and appropriate professional communication. The candidate is also encouraged to attend a Medical Assisting Information Session during the Spring semester. A face-to-face interview with the Medical Assisting Faculty will be scheduled after the admissions packet is received and reviewed.

A student who receives a program acceptance letter is required to return a confirmation within two weeks of receipt to verify their position in the program.
Applicants will be evaluated on an admission rating scale. The rankings will be considered a component of the total admission criteria.

EQUAL EDUCATIONAL OPPORTUNITY
Educational opportunities are offered by Northeast Texas Community College without regard to race, color, age, national origin, religion, sex, disability, or sexual orientation.

ADMISSION REQUIREMENTS TO THE MEDICAL ASSISTING PROGRAM

Application of the Medical Assisting Program requires the following steps:

- High School Diploma or General Education Development (GED) certificate

- Application and admission to Northeast Texas Community College

- Demonstrate proficiency in reading, writing and mathematical skills through the TSI assessment or equivalent testing. Even if a student is TSI waived or exempt, this test must be taken.

- Prerequisite courses include: BCIS 1305 Business Computer Application, MDCA 1313 Medical Terminology, MDCA 1205 Medical Law and Ethics. These courses must be completed with a minimum of a "C" prior to semester of entrance.

- Submission of a completed application packet to the Medical Assisting program director. The application period is February 1, 2023 through April 30, 2023.

- Attend a Medical Assisting Information Session (not required but highly suggested)

- Schedule a face-to-face interview with Medical Assisting Faculty after submission of application packet.

A. *General Admission Requirements to the College*

Applicants must meet college admission requirements in the Northeast Texas Community College District as outlined in the college catalog. Applicants must have earned either a high school diploma or General Education Development (GED) certificate. For specific information, please refer to the college catalog found on the Northeast Texas Community College website at http://www.ntcc.edu.

B. *Program Information Sessions*

Potential applicants should plan to attend a Medical Assisting information session where the program, application procedures, and acceptance policies are discussed in detail. Information sessions are held at the Northeast Texas Community College campus, University and Health Science Building (Room 245); no reservation is necessary to attend. The Information Session schedule for the current semester is available online at http://www.ntcc.edu/medassist

C. *Enrollment Eligibility in ENGL 1301 and Math Placement*

The Texas Success Initiative (TSI) is a state mandated program of basic academic skills assessment and advisement with the goal of creating a personalized learning experience for students pursuing higher education. In accordance with SB.286 Texas Education Code Section 51.3062, and the directives of the Texas Higher Education Coordinating Board regarding TSI, Northeast Texas Community College has developed an institutional plan for addressing college readiness through assessment, advisement, and placement of students. TSI college-readiness status does not supersede institutional course placement requirements.

See a college advisor for assistance in TSI and placement testing.

TSI EXEMPTION

- A student who is enrolled in a certificate program of one year or less (Level-One certificates, 42 or few semester credit hours or the equivalent) at a public junior college, a public technical institute, or a public state college.
- ACT: composite score or 23 with a minimum of 19 on the English test and/or the mathematics test shall be exempt
- Scholastic Assessment Test (SAT) a combined verbal and mathematics score of 1070 with a minimum of 500 on the verbal test and/or the mathematics test shall be exempt.

E. *Application Packet Submission*

Applicants must compile the materials listed below and submit them to the Director of Medical Assisting Office (University and Health Science Building Room 103) at Northeast Texas Community College during an application filing period. Incomplete Packets will be returned to the applicant.

The Medical Assisting program application packet must include the following items to be considered complete and valid:

1.   A completed Medical Assisting Program Application

2.   One official transcript for each college previously attended.

- Official transcripts are required for each college although that coursework may be printed on another transcript as transferred coursework.
- Grade reports, degree plans, memos, or e-mails from instructors, and other such documents are not accepted as official transcripts.

- In the event that a college will only release an official transcript directly to another institution, the student should request that the transcript be mailed directly to the Medical Assisting Program Director. Allow 4-9 weeks to receive official transcripts.

- Students who have submitted official transcripts to Northeast Texas Community College admissions/registrar offices may obtain a stamped photocopy directly from the Registrar's Office to submit with the program application packet.

- Students who are enrolled in courses outside NTCC during an application filing period and who will be able to complete those courses before the filing period deadline should not submit their application packet until those courses are completed and an official transcript is obtained with those grades indicated. Once a complete and valid application packet is submitted during a filing period, additional material including updated transcripts cannot be added to the packet for that filing period.

3.   A photocopied catalog course description for each course taken outside Northeast Texas Community College which applies to the medical assisting curriculum (ie: ENGL 1301, PSYC 2301) and for which the student seeks transfer credit should be submitted with the application packet. Course numbers on the catalog course descriptions must match those on the transcript. Course descriptions should be marked on the photocopy. **Do not mark or highlight courses on official transcript.** Course descriptions are not required for courses completed at NTCC.

4.   A photocopy of the student's high school diploma, high school transcript, or GED certificate (if the applicant has never attended college).

5.   TSI Assessment or Equivalent Scores

F.   Face-to-Face Interview

Once the Medical Assistant Application Packet is received and reviewed, candidates will be contacted to schedule a face-to-face interview with the Medical Assisting Faculty. If an Application Packet is received incomplete, the applicant will not be contacted for a face-to-face interview.

G.   Application Filing Period

The official filing period per calendar year for entry into the Medical Assisting program:

Official application filing period for Fall 2023 semester admission:
February 1 – April 30

Interviews will be scheduled after May 1, 2023. Notification letters or email are sent no later than May 30th. Complete application packets may be presented in person during Health Sciences Program office hours or postmarked during those filing periods.

> **NOTE:** In the event that the last day of a filing period falls on a holiday or a Sunday when the campus is closed or when the post office does not postmark mail, complete application packets may be presented to the Director of Medical Assisting office in person by noon on the next regular business day.

When submitting your application by mail, address your envelope containing complete application materials to:

<div align="center">

Dr. Tawny Nix
Medical Assisting Program Director
Northeast Texas Community College
P.O. Box 1307
Mt. Pleasant, TX 75456-1307

</div>

When submitting your application in person, bring your envelope containing complete application materials to:

<div align="center">

Northeast Texas Community College
Dr. Tawny Nix
Medical Assisting Program Director
University and Health Science Building
Room 103

</div>

An applicant who applies during an official filing period and who receives an acceptance letter / email is required to return a confirmation within two weeks of receipt of the acceptance letter/email to verify their space in the program.

Applications submitted during an official filing period are not "held over" to the next official filing period. Students who are not selected for admission the semester for which they apply or students who decline their acceptance for that semester must resubmit their application packet to reapply during the next application filing period.

Late Application Filing

Should any space remain in the Fall class after the initial selection procedure outlined above is completed, late applications will be entertained during the following timelines:

<div align="center">

Late Application filing for Fall spaces
June 1 – July 15

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Students selected from the late applicant pool will be notified of acceptance status shortly after the late filing deadline. Spaces remaining in the Fall class after the late application acceptance is completed will be filled on a first-come, first-serve basis until the first day of the semester.

> **NOTE:** _It should be assumed that late application spaces or the first-come, first-serve application process will not be available for every Medical Assisting Fall class._

H. *Educational Planning*

Although the Health Sciences Office advises potential applicants in regard to program admission requirements, individuals who have not yet applied or have been accepted to a Health Sciences program are considered generic students and must follow general advisement and registration procedures to Northeast Texas Community College.

Initial Advisement

Students pursuing a Health Sciences program who are either new to the college experience and/or need assistance with registration for prerequisite courses, TSI issues, placement testing, etc., should consult an academic advisor in the College Career Center.

Degree Plans/Educational Plans

Degree plans for the Medical Assisting program are generated only after an applicant has been formally accepted to the program. The curriculum outline found in this information packet indicates coursework needed for the Medical Assisting program and may serve as a guide for course selection. Students, who require a degree plan for financial aid, VA benefits, etc, should consult an academic advisor to request a degree plan. IF a student has completed these courses and requires a degree plan before acceptance to the program for financial aid etc., the student may obtain an educational plan from the Director of Medical Assisting office.

Support Courses

Students seeking an AAS degree are encouraged to complete support courses (ie: ENGL1301, PSYC 2301 etc.) prior to entrance into the Medical Assisting program, particularly if the student plans to work while enrolled or has significant family responsibilities. Please note there are new financial aid rules with regards to credit hours, program major declaration, and career maximum financial aid. Please contact NTCC's financial aid office for specific financial aid information.

Transfer Course Evaluation

Students presenting coursework completed outside Northeast Texas Community College for transfer support courses such as ENGL 1301 and PSYC 2301 for a Health Sciences program should compile the following materials and present them to the Director of Medical Assisting at Northeast Texas Community College.

- Official college transcripts;

- Photocopy of course description of each course to be reviewed from that college's catalog (course descriptions numbers must match those indicated on the transcript).

The outcome of transfer consideration will be based on order of request, proof of eligibility for transfer and on a **space available basis.** The outcome of transfer course evaluations are usually completed within 10-14 working days with written notification forwarded to the applicant. **During peak times such as registration or after the close of the semester when faculty are unavailable, transfer evaluations may take as long as 30 days for review.** *The Northeast Texas Community College Medical Assisting Program/Health Sciences Education Division reserves the right to accept or reject any coursework completed outside Northeast Texas Community College presented for transfer evaluation toward Health Sciences programs.*

Coursework Completed Outside the United States

Coursework completed at colleges and universities outside the United States will be considered on an individual basis.

Advanced Placement

NTCC's Medical Assisting program does not accept advanced placement credit for any Medical Assisting program courses.

<u>Experiential Learning</u>

NTCC's Medical Assisting program does not accept credit for experiential learning as credit for any Medical Assisting program courses.

MEDICAL ASSISTANT
(Associate of Applied Science)
Faculty Advisor for this program is Dr. Tawny Nix

Prerequisites:	Credits
BCIS 1305 Business Computer Application	3
MDCA 1205 Medical Law and Ethics	2
MDCA 1313 Medical Terminology	3
Total Credits	8

FIRST YEAR

First Semester			Credits
ENGL	1301	English Composition l **or**	
ENG	2311	Technical & Business Writing *	3
MDCA	1421	Administrative Procedures	4
PSYC	2301	Intro to Psychology	3
MDCA	1343	Medical Insurance	3
		Total Credits	13

Second Semester			
MDCA	1317	Procedures in a Clinical Setting l	3
MDCA	1302	Human Diseases/Pathophysiology	3
MATH	1342	Intro Statistics* **or**	3
MATH	1314	College Algebra **or**	
MATH	1324	Finite Math	
MDCA	1309	Anatomy and Physiology for MA	3
Language, Philosophy, or Culture Elective			3
		Total Credits	15

Summer Semester			
MDCA	1360	Clinical-Medical/Clinical Assistant	3
		Total Credits	3

SECOND YEAR

First Semester (2nd Year)			
MDCA	1417	Procedures in a Clinical Setting II	4
MDCA	1361	Clinical/Medical/Clinical Assistant	3
MDCA	1348	Pharmacology & Admin. of Meds	3
MDCA	1352	Laboratory Procedures	3
		Total Credits	13

Second Semester			
MDCA	1254	MA Credentialing Exam Review	2
PSYC	2314	Human Growth & Development	3
MDCA	1362	Clinical/Medical/Clinical Assistant	3
		Total Credits	8
		GRAND TOTAL	60

A minimum grade of "C" is required in all courses.
*Preferred course

General Information

1.   The Medical Assisting Program at Northeast Texas Community College admits a class of 20 students each Fall.

      * Northeast Texas Community College reserves the right to make changes in program enrollment capacity.

2.   The Medical Assisting program is a full-time program comprised of lecture, skills lab, and externship experience. These courses are conducted either online or during the daytime hours only, usually 2-4 days per week with the exception of the externship which is performed in the clinical setting.   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.

3.   Students enrolled in the Medical Assisting program will be assigned clinical experience at various clinics and physician's offices throughout the area. Students are responsible for their own transportation to campus and to and from their respective clinical assignment site. Students will not receive payment for their clinical hours.

4.   Students who are seeking the AAS degree are encouraged to enroll in the support courses (ENGL 1301, PSYCH 2301, etc.) prior to entrance into the Medical Assisting program if possible. Many students find that completing these courses first, enables them to complete the program successfully while maintaining other responsibilities. However, please consult with NTCC's financial aid office to ensure that aid/credit hour requirements can be met.

5.   *Criminal Background Check/Drug Screening*

      Effective August 2006, all students enrolled in Health Sciences programs are required by the practicum facilities to undergo a criminal background check and drug testing prior to beginning their clinical experience. Students are responsible for all charges incurred (approximately $65.00) for criminal back ground checks. This procedure is conducted *after* a student has been accepted to their respective program. Results of these screenings are forwarded to the directors of their respective program for review and verification that a student is eligible to attend clinical rotation.

      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 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.

      NOTE: ***Should a student who has been accepted to a Health Sciences 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 Sciences program.***

CRIMINAL BACKGROUND CHECK:

The criminal background check reviews a person's criminal history prior to the date of his or her first clinical rotation. The following histories will disqualify an individual from consideration for a clinical rotation:

- Felony convictions;

- Misdemeanor convictions or felony deferred adjudications involving crimes against persons (physical or sexual abuse);

- Felony deferred adjudications for the sale, possession, distribution, or transfer of narcotics or controlled substances;

- Registered sex offenders.

6.   Students who have been convicted of a felony may not be eligible to sit for the CMA exam. Contact the American Association of Medical Assistants at 1-800-228-2262 for more information.

7.   Students who are applying for Veteran Administration benefits through the financial aid office should request an "Educational Plan" from the Northeast Texas Community College Admissions Office.

Financial Aid

Students should contact the Financial Aid Office for application forms, filing procedures, and deadlines.

Contact Information

Please visit the website below for links to professional organizations and other information regarding the medical assisting profession.

http://www.aama-ntl.org

10.   Please the Medical Assisting Program Director below for assistance regarding program application or questions:

Dr. Tawny Nix, Medical Assisting Program Director
Telephone: 903-434-8289
E-mail: tnix@ntcc.edu

Program guidelines are subject to change. Students are advised to obtain the latest program information packet from the Northeast Texas Community College Health Sciences Department or the printable information packet on the website below. Visit the Medical Assisting Program webpage at

http://www.ntcc.edu/medassist

MEDICAL ASSITING APPLICATION CHECKLIST

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This checklist is provided to assist you in following the steps toward program application. It is not part of the application packet which is submitted with transcripts, etc. DO NOT SUBMIT THIS CHECK LIST WITH APPLICATION PACKET.

1. ____ Obtain Medical Assisting program information packet.

2. ____ Attend a Medical Assisting program information session.

3. ____ Complete a Northeast Texas Community College application for college admission.

4. ____ See an academic advisor to determine assessment testing needs for placement into ENGL 1301 if not completed already.

5. ____ Take the TSI Test or complete equivalent testing (ie: SAT/ACT).

6. ____ Compile the following materials (#7 - #11) as your complete Medical Assisting application packet:

7. ____ Complete Medical Assisting application form.

8. ____ Official Transcripts form each college attended other than Northeast Texas Community College. See page 2, section E, number 2 regarding specific instructions for official transcripts (if applicable)

9. ____ Photocopied catalog course descriptions for any courses taken outside NTCC which apply to the Medical Assisting curriculum (if applicable)

10. ____ Photocopy of high school transcript, high school diploma, or GED certificate (if you have not attended college)

11. ____ Copies of any request for course substitution forms (for evaluated transferred courses)

12. ____ Place all application materials in a 9" x 12" envelope for submission and mail (see address below) or bring the application in person to:

Dr. Tawny Nix
Medical Assisting Program Director
Northeast Texas Community College
P. O. Box 1307
Mt. Pleasant, TX 75456-1307

NORTHEAST TEXAS COMMUNITY COLLEGE

MEDICAL ASSISTING 2023

PROGRAM ADMISSION APPLICATION FORM

Application for: **Fall 2022**

Social Security No. _____ Date _____

Print Name in Full _____
                      Last Name   First Name   Middle

Other Names Used (Maiden)_____

Telephone Number _____ Email Address _____

Present Address _____
                  Number & Street (or R.R.)   City   State   Zip

If you are a currently a registered student with NTCC, Student ID Number: _____

Did you or will you graduate from high school?   ☐ YES
                                                                 ☐ NO

If not graduated, have you completed a GED?   ☐ YES
                                                                 ☐ NO

Below, give information concerning college, university or other schools attended:

Name of School	City & State	Date Attended	Reason for Leaving

If you have ever attended a school of medical assisting, please provide the following

Name of School	City & State	Date Attended	Reason for Leaving

Have you ever been employed or volunteered in health care area?   ☐ YES   ☐ No
Please describe where, how long, duties, and contact person.

_____

_____

Have you previously made application to this medical assisting program? ☐ YES (Date _____) ☐ NO

I certify that the information given on this application is complete and correct
Date_____ Signature of Applicant _____

It is the policy of Northeast Texas Community College not to discriminate on the basis of gender, race, color, national origin,
disability, or age in its educational programs, activities, or employment policies.

CC is an affirmative action, equal opportunity, ADA institution.

Name: _____

Point Calculation for Medical Assisting

Items for Consideration	Student Level/Grade/Score	Points Awarded
TSI Assessment (or equivalent) *30 points TOTAL:*		
Math— *10 points*		
Reading—*10 points*		
Writing—*10 points*		
COURSE WORK		
Medical Terminology (MDCA 1313) 5 *points*		
Medical Law and Ethics (MDCA 1305) 5 *points*		
BCIS (BCIS 1305) *5 points*		
15 Points (1 point for each semester hour **up to 15 semester hrs** from the following list) English, Humanities, Math , Intro to Psychology, Human Growth & Development		
GPA: GPA = 3.5—4.0 *15 points* GPA = 3.0—3.49 *10 points* GPA = 2.5—2.95 *5 points*		
Face to Face Interview *Up to 30 points*		
Information Session *Attendance – 5 points*		
HEALTHCARE WORK EXPERIENCE: *5 points*		
IN DISTRICT : *3 points* Service area: 5 points Out of State : 10 points		
TOTAL (125 POINTS)		