



Medical Assistant Program

Fall 2007
Information Booklet

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YOUR FUTURE IN MEDICAL ASSISTING

The field of medical assisting is a rapidly expanding and rewarding career choice. The continued diversity of medical assisting offers a bright future for the registered medical assistant. After certification in Medical Assisting, assistants may choose to further their education in specialized clinical areas. Each of specialized areas may require additional months or years of work experience and commitment. Other areas of expanded responsibility include education, supervision, and even sales. Experience and a degree may be required for these advanced positions.



GENERAL INFORMATION

Introduction

Neosho County Community College conducted a medical assistant needs assessment in April 2004. The positive response of the needs assessment resulted in the development of the program with implementation planned for the 2005 fall semester. Upon the recommendation of the Medical Assistant Program's Advisory Committee the curriculum was developed and submitted for approval to Kansas Board of Regents (KBOR) in February 2005. The first medical assistant class was selected and began studies in August 2005. The program was expanded to the Ottawa campus in August 2006.

The medical assistant program is committed to developing successful employees with acceptable attitudes toward work, pride in workmanship and personal appearance, accuracy and precision, promptness and dependability, respect and appreciation for the efforts of fellow workers and supervisors, and desire to progress and grow on the job. The program maintains a close relationship with business and industry to continually evaluate and improve the program's equipment and curriculum.

In addition to vocational/technical skills the program also offers applied academics designed to expand student general knowledge. It is believed that the applied concepts learned in the program will enable students to become better informed, educated, and an employee who will have a greater ability to cope with making decisions in today's work place.

Description of Medical Assisting

Medical assistants perform routine administrative and clinical tasks to keep the offices and clinics of physicians, podiatrists, chiropractors, and optometrists running smoothly. They should not be confused with physician assistants who examine, diagnose, and treat patients under the direct supervision of a physician.

The duties of medical assistants vary from office to office, depending on office location, size, and specialty. In small practices, medical assistants are usually "generalists," handling both administrative and clinical duties and reporting directly to an office manager, physician, or other health practitioner. Those in large practices tend to specialize in a particular area under the supervision of department administrators.

Medical assistants perform many **Administrative duties**. They answer telephones, greet patients, update and file patient medical records, fill out insurance forms, handle correspondence, schedule appointments, arrange for hospital admission and laboratory services, and handle billing and bookkeeping.

Clinical duties vary according to state law and include taking medical histories and recording vital signs, explaining treatment procedures to patients, preparing patients for examination, and assisting the physician during the examination.

Medical assistants collect and prepare laboratory specimens or perform basic laboratory tests on the premises, dispose of contaminated supplies, and sterilize medical instruments. They instruct patients about medication and special diets, prepare and administer medications as directed by a physician, authorize drug refills as directed, telephone prescriptions to a pharmacy, draw blood, prepare patients for x-rays, take electrocardiograms, remove sutures, and change dressings.

Medical assistants may also arrange examining room instruments and equipment, purchase and maintain supplies and equipment, and keep waiting and examining rooms neat and clean.

Assistants who specialize have additional duties. As an example Ophthalmic Medical Assistants help ophthalmologists provide medical eye care. They administer diagnostic tests, measure and record vision, and test eye muscle function. They also show patients how to insert, remove, and care for contact lenses; and they apply eye dressings. Under the direction of the physician, they may administer eye medications. They also maintain optical and surgical instruments and may assist the ophthalmologist in surgery.



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www.neosho.edu

In accordance with the 2006-2008 catalog Effective 9/01/2006

Administrative duties may include...

- Using computer applications
- Answering telephones
- Greeting patients
- Updating and filing patient medical records
- Coding and filling out insurance forms
- Scheduling appointments
- Arranging for hospital admissions and laboratory services
- Handling correspondence, billing and bookkeeping

Clinical duties vary by state and include...

- Taking medical histories
- Explaining treatment procedures to patients
- Assisting the physician during the exam
- Collecting and preparing laboratory specimens
- Performing basic laboratory tests
- Instructing patients about medication and special diets
- Preparing and administering medications as directed by a physician
- Authorizing prescription refills as directed
- Taking electrocardiograms
- Removing sutures and changing dressings

Historical Earnings Information

A few factors affect how much money medical assistants make. They include: experience, level of abilities, and location. In 2002, the median for yearly earnings was \$23,940. For the mid 50%, earnings ranged from \$20,260 to \$28,410. Medical assistants earned as little as \$17,640 (the lowest 10%) and earned as high as \$34,130 (the highest 10%). Earnings increases with more experience as a medical assistant.

Mission - Neosho County Community College

The mission of Neosho County Community College

Is to enrich our communities and our students' lives.

Mission - Outreach and Workforce Development Department

Is to enhance lifelong learning and partnerships and to provide education opportunities for the community.

Mission – Medical Assistant Program

Is to offer students an opportunity to develop knowledge, skill and attitudes essential for safe, effective practice within the scope of an entry-level medical assistant.

Mission – Medical Assistant Externship

Is to provide an opportunity in the externship setting, for students to gain knowledge, application skills, and analysis opportunities. This will be accomplished through "Problem Based " and "Serendipity" Learning opportunities.

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Medical Assistant Program Goal

To provide the community and surrounding area with a pool of trained entry-level medical assistants prepared for lifelong learning in the 21st Century.

Accreditation

Neosho County Community College is accredited by The Higher Learning Commission, A Commission of the North Central Association of Colleges and Schools.

The Higher Learning Commission
30 North LaSalle Street, Suite 2400
Chicago, Illinois 60602-2504
(800) 621-7440; (312) 263-0456; Fax: (312) 263-7462
<http://www.ncahigherlearningcommission.org>

Neosho County Community College operates under the authority of the Kansas Board of Regents.
Kansas Board of Regents
1000 SW Jackson Street, Suite 520
Topeka, Kansas 66612-1368
(785) 296-3421
<http://www.kansasregents.org>

Description of Program

The Medical Assistant Program offers a one year (38-40 credits) community college-based program leading to a certificate from Neosho County Community College to verify training. The program begins in August each year. Maximum class size is 20 new students each year. All students are full-time. The program is offered as campus based, online supported, evening or weekend program.

Students are involved in a combination of classroom, skills laboratory, online internet, and student arranged externship assignments. Online courses include lecture, assignments, audio/visual presentations, threaded discussion and examinations.

Medical Assistant Program Externship

Externship is designed to simulate the working environment of a health care facility. The externship will include shadowing clinical practitioner performing clinical and laboratory procedures under the direct supervision of clinical practitioner or physician.

Upon successful completion of all classroom, skills laboratory, and online program courses the student completes an approved two hundred clock hour (4 credits) student arranged externship. This is also referred to as non-compensated "on-the-job" training. There is a wide range of Externships as there are medical facilities. Students construct an Externship Portfolio to document the skills practice during their externship experience.

Definitions: Externship – An Externship refers to a situation in which the student leaves the confines of the classroom and campus laboratory and works, without payment, in a health care setting using the newly acquired medical office and clinical skills under supervision of someone at the site. A work (externship) site preceptor provides direct supervision, provides instruction, and evaluates the student.

Other methods of providing skills practice, which are not utilized by NCCC, include completion of a clinical or internship. In a Clinical skills practice is directly supervised by onsite program faculty. A program faculty member is with student or group of students to provide instruction, supervision, and evaluation. In an Internship skills practice is indirectly supervised by onsite program faculty. A program faculty member is on site however instruction is provided by an assigned preceptor. Student evaluation is a shared responsibility between the faculty member and the preceptor.



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Students may be required to locate and negotiate an externship site. The medical assistant student may be asked to interview with the physician or office manager at the suggested facility. The student is expected to treat this interview exactly as if it was an actual job interview.

Once the student has a verbal commitment from the site, student will be required to notify the Medical Assistant Coordinator. The coordinator will then evaluate and ensure that a viable environment exists for an effective preceptor

ship and externship to meet the experiential needs of the program. The College will require a completed and signed contract prior to the student beginning. Students that are currently working in an approved health care facility may use this as their potential site.

Medical Assistant Certification Agencies

NCCC does not certify students as medical assistants. However the program does prepare students to sit for the national registered medical assistant (RMA ^(AMT)) examination presented by the American Medical Technologists association (AMT) to certify medical assistants. In addition the program prepares program graduates to sit for the examinations administered by National Center for Competency Testing (NCCT),

POLICIES AND PROCEDURES

Students Rights and Records

In accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA), the Medical Assistant Program permits students to inspect their own educational records. The Medical Assistant Program has a Responsibility to all students to maintain accurate and confidential student records. Furthermore, the Medical Assistant Program is forbidden to share student record information with third parties unless written permission is obtained from the student.

Students have a right to review and question the content of their educational records within a reasonable time after making a request for such a review. If there are any questions as to the accuracy or appropriateness of the records that cannot be resolved informally, a grievance may be filed in accordance with the School's grievance procedure.

Nondiscrimination Policy

Neosho County Community College, in compliance with Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments 1972, section 503 and 504 of the Rehabilitation Act of 1973, Section 402 of the Readjustment Assistance Act of 1974, Americans with Disabilities Act of 1990, and other federal laws and regulations, does not discriminate on the basis of race! Color, natural origin, sex, age, religion, disabilities, marital status, or status as a veteran in any of its policies, practices, or procedures. This includes, but is not limited to, admissions, employment, financial aid, housing, and educational services. Any person having questions regarding the above is directed to contact the Dean Student Services, Title VI and IX and section 504 Coordinator, NCCC, 800 W, 14th, Chanute, Kansas 66720, (620) 431-2820.

Absenteeism and Tardiness

Tardiness and absenteeism are discouraged in the Medical Assistant Program due to the limited amount of time to cover the necessary material. The attendance policy is described in the Medical Assistant Program Student Handbook.

Vacations and Holidays

The Medical Assistant Program follows the NCCC academic schedule available in the college's catalog.

Educational Costs & Refunds

The Medical Assistant Program follows the college's credit hour tuition and fee schedule. Additional student costs may include: Textbooks, Uniforms, Laboratory Supplies, Externship Fees, Transportation, Immunization, Drug Screening, Graduation and RMA Exam Fee. Changes in the educational costs are subject to change on a yearly basis.

Refund of Tuition

The Medical Assistant Program follows the refund policy described in the NCCC catalog which is in accordance with federal guidelines.



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FINANCIAL AID

Sanders Hall, Administration Office, Chanute campus, ext. 278

Ottawa campus, ext. 315

Regular Hours: Monday-Friday, 8:00 a.m. to 5:00 p.m.

The Financial Aid Office is available to assist students in finding resources to pay for their education. Scholarships, grants, loans and work study are provided to qualified students. Students interested in receiving financial aid should contact the financial aid office well in advance of the start of each semester/school year.

Standards of Satisfactory Academic Progress (SSAP)

Regular attendance is required during the program. Students must be in attendance a minimum of 90% of course time and have a "C" average in order to qualify for a medical assisting certificate of completion. Online course assignments must be completed by the scheduled due date.

Students must obtain a passing (C) or above in all medical assisting courses, and successfully document 160 clock hours of externship to meet program completion standards. In the event of leave of absence, repeated course, or incomplete grade, students must return to complete their entry-level program of study within three semesters (excluding summer semesters) of their original program end date.

Medical Assistant Program Dress Code

Students are to be well groomed at all times. No dress or hairstyle, which is distracting to the educational processes of the program or which adversely affects discipline or decorum of the program, or classes. During externship uniforms must be clean and neatly pressed, have school shoulder patch correctly attached to the left shoulder (scrub tops and jackets), and have nametag in place. The school uniform may not be worn outside the classroom, skills laboratory, or externship setting. See externship handbook for additional regulations regarding the school uniform. Upon the request of the externship site preceptor the standard uniform of the externship site may be worn in place of the program uniform.

Student Conduct and Externship Rules

To ensure orderly operations and provide the best possible educational environment, the program expects students to follow rules of conduct that will protect the interests and safety of all students, employees, faculty and the program. It is not possible to list all the forms of behavior that are considered unacceptable by the program. The following are examples of infractions of rules of conduct that may result in disciplinary action, up to and including termination from the program:

- Theft or inappropriate removal of possession of property
- Falsification of time-keeping records
- Reporting to externship under the influence of alcohol or illegal drugs
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs
- Fighting or threatening violence
- Boisterous or disruptive activity
- Negligence or improper conduct leading to damage of affiliate-owned property
- Insubordination or other disrespectful conduct
- Violation of safety or health rules
- Smoking in prohibited areas
- Sexual or other unlawful or unwelcome harassment
- Possession of dangerous or unauthorized materials, such as explosives or firearms
- Excessive absenteeism or any absence without notice
- Unauthorized absence from externship site during assignment
- Unauthorized use of telephones, mail system, or other affiliate-owned equipment
- Violation of affiliate policies or unsatisfactory performance or conduct

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INSIDE NC

Inside NC is NCCC's web portal. Inside NC provides students with access to campus announcements, grades, course materials, account information, and much more.

Comprehensive Examination Policy

To successfully complete the curriculum of the program, students are required to take and pass a comprehensive, self-assessment examination for each medical assistant course. In addition to each course comprehensive examination students must also pass a comprehensive medical assistant program examination. The examination will be administered during the final semester of the program. If students do not achieve a passing score they must complete remedial course work approved by the program coordinator prior to retesting.

Eligibility to Take National Examinations

Completion of the program does not guarantee eligibility to take national examinations. As an example: The testing organization may refuse to permit an individual to take the examination if convicted in a criminal prosecution or if the student does not meet current examination admission requirements. Students may need to complete additional training or job related experience prior to setting for an examination.

Complaint/ Grievance Procedure

Sexual Harassment Policy

Please review the Neosho County Community College Student Handbook.

Discrimination Policy

Please review the Neosho County Community College Student Handbook.

Resignation

Resignation is a voluntary act that may be initiated by students to terminate being a student with the program. Although advance notice is not required, the college requests a written letter stating the reason why withdrawal is necessary. Failure to attend class does not meet the formal withdrawal requirement. Prior to departure, an exit interview will be scheduled to discuss the reasons for withdrawal and the effect of the withdrawal on re-admission into the program and refunds of tuition.

Dismissal

The faculty or program coordinator may recommend the dismissal from the medical assisting program if student health, conduct, scholastic standing, lack of improvement during a probationary period, or lack of aptitude for healthcare, make it inadvisable for student to continue to pursue a career in medicine. Any student-violating patient confidentiality will be subject to dismissal.

Readmission

Reinstatement if student has withdrawn from the program shall be a joint decision by the program coordinator, faculty, and dean following established program and Neosho County Community College guidelines. If permitted to re-enter, students must re-enter the program within six months of withdrawal. Students must be capable of fully participating in all medical assisting classroom, skills laboratory and externship activities. Students must complete all program courses within three semesters after their original program completion date.



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Program Grading Scale

The grading scale for course performance is as follows:

- 90 - 100 = A
- 80 - 89 = B
- 70 - 79 = C
- 60 - 69 = D
- 59 or below = F

Assignments

All assignments are due on a specific date. Assignments that are not submitted on time may earn a grade of zero (0). It is student's responsibility to monitor assignments during absences.

Make-up Tests

Medical assisting course make-up tests will have a ten percent (10%) reduction. Tests are considered as make-up after the date and time the test was originally administered. Tests may not be taken early and must be completed within two weeks of original test date. Tests not made up within seven days are recorded as (0%).

Academic Remedial Policy

The medical assisting course instructor will notify student, if overall course average falls below 70% at specific times during the semester. Student will be counseled and the instructor will recommend strategies to improve grades. A written academic remedial plan will be placed in student file. The counseling session will be utilized to apprise student of criteria necessary for improvement.

Medical Assistant Program Graduation Requirements

Students must complete the following to be a graduate of the program and receive a Certificate of completion:

- All required program admission/health forms are on file.
- Have all assignments completed and submitted.
- Have paid all college and program related fees.
- Have returned all materials belonging to Neosho County Community College.
- Have a grade of "C" or above in all medical assistant course areas.
- Have an overall program average of "2.0" or above.

- Have all Externship hours completed and documented in a portfolio.
- Have successfully completed, a program approved, comprehensive written examination prior to graduation.
- Submit an application to sit for a national certification examination.

Candidates for graduation must file "Intent to Graduate" in order to receive their diploma. "Intent to Graduate" forms are available in the student services office in Sanders Hall.

Students must complete the form, obtain an unofficial copy of their transcript from the student services office, and see their advisor for a degree check. Once the degree check has been completed, the student's advisor must sign the form. The student then returns the "Intent to Graduate" form, the transcript, and the degree check sheet to the Registrar and must pay a graduation fee.

Students who are within 9 hours of graduation may participate in the May graduation ceremony. A separate ceremony is not held for December graduates. December graduates are invited and encouraged to participate in the May ceremony.



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Housing

Dormitory facilities are available.

PROGRAM HEALTH DOCUMENTATION REQUIREMENTS

Documentation Due Dates

All documentation, including health requirements, must be completed and turned in at least one week prior to the start of classes to hold students position in the program.

Student Health Care Policy

The program or the health care facilities to which students may be assigned do not provide health services or pay for your health care services. In event of illness or accidents during externship, classroom, or skills laboratory hours, neither the school nor externship site can assume responsibility. Illnesses are to be reported promptly. It is recommended that students carry health insurance.

Physical Requirements

Students must be capable of participating fully in all classroom, skills laboratory and externship activities. Ability to lift up to 50 pounds and carry up to 25 pounds frequently, but pounds may occasionally exceed these limits; stooping, kneeling, crouching, and/or crawling, pushing, and pulling with frequent standing and walking; manual dexterity with ability to perceive size, shape, temperature, or texture; auditory and visual acuity with attention to verbal abilities and color discrimination.

Tuberculin Skin Test

Students must have a tuberculin skin test. If the skin test is positive student must have a chest x-ray and a complete physical examination. Documentation of the skin test (or chest-x-ray and physical exam) must be submitted to the program coordinator before the first day of externship.

Hepatitis B Immunization Policy

Students are encouraged to take the series of Hepatitis B vaccines after they are accepted into the program. The Occupational Safety and health Administration (OSHA) recommends Hepatitis B vaccine for persons with potential blood exposure of at least one time per month.

Rubella Immunization Policy

Students may be having contact with females in childbearing years and must fit into one of the following categories: Individuals considered immune (Individuals who are considered immune must provide one of the following: Documentation of having had the disease. Documentation of having received rubella immunization. Documentation of positive screen for rubella. d. Documentation of a birth date prior to 1957.) Individuals who are not considered immune must receive the trivalent vaccine for measles, mumps, and rubella (MMR) as recommended by the State Department of Health. This vaccination is usually available at a minimal charge at the local health department. The vaccinations may also be obtained from a private health care provider at the student's expense.

COURSE DESCRIPTIONS

ALHE 102 NURSE AIDE

5 credit hours

This course includes a study of the aging process and its related conditions and the nursing skills required in assisting geriatric residents to reach and maintain their highest level of wellness consistent with the limitations imposed by the aging process. This ninety (90) clock hour course includes forty-five (45) hours of theory and forty-five (45) hours of supervised clinical experience in a nursing home. This course prepares students for the Certified Nurses Aide Exam.



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ALHE 105 MEDICAL TERMINOLOGY

3 credit hours

This course provides the student with the basic tools for building a medical vocabulary. It emphasizes the building of medical terms from prefixes, suffixes, word roots and combining forms. Emphasis is also placed on correct pronunciation, spelling, and analysis of medical terms as they pertain to anatomy, physiology, and diseases.

CSIS 100 MICROCOMPUTER BUSINESS APPLICATIONS

3 credit hours

This course consists of a survey of applications, information needs in business, microcomputers, and information systems designed to meet these needs. Standard software packages available to support a microcomputer-based executive work station will be reviewed. Included are descriptions of and hands-on work disk operating systems, word processing, electronic spreadsheets, file management systems, and local area networks.

ALMA 125 HUMAN BODY IN HEALTH & DISEASE

3 credit hours

This introductory course is a study of the function, structure and interrelationships of the various organs and systems of the human body. Coursework is designed to meet the needs of those students interested in allied health sciences. Pre-requisites: None, but General Biology recommended.

ALHE 104 MEDICATION AIDE

4 credit hours

This course includes the study of medications and their physiological effect on the body. Emphasis will be placed on the identification and abbreviations of drugs, weights and measures, and procedures used in dispensing medication. This sixty (60) clock hour course includes forty-five (45) hours of lecture and fifteen (15) hours of supervised clinical experience in an adult care home. *Prerequisite: Must be a Kansas State Certified Nurse Aide and pass the CASAS reading exam on the 8th grade reading level. (May substitute ALHE 122)*

ALHE 122 INTRODUCTION TO PHARMACOLOGY

3 credit hours

The course will discuss basic concepts of drug therapy and will concentrate on major drug classifications, as they relate to specific body systems. (May substitute ALHE 104)

ALMA 110 MEDICAL ASSISTING I

3 credit hours

This course is the first of two medical assisting courses. Front Office: This first course is designed to introduce students to the general, administrative, and professional procedures required as part of the competencies and outcomes established by the Commission on Accreditation of the Allied Health Education Programs in their Standards and Guidelines for Medical Assisting Educational Programs. It is designed for students wishing to enter the health care industry or advance from an existing entry level health position. This course focuses on the office and administrative responsibilities of the medical assistant. *Co-requisite: ALMA 120 Medical Assisting I Lab.*

ALMA 120 MEDICAL ASSISTING I LAB

4 credit hours

This course is the first of two medical assisting laboratory courses. Front Office: This course is designed for students to experience the hands-on application of general, administrative, and professional procedures required as part of the competency and outcomes established by the Commission of Accreditation of the Allied Health Education Programs in their Standards and Guidelines for Medical Assisting Educational Programs. It is designed for students wishing to enter the health care industry or advance from an existing entry level health care position. This course puts into practice the theory learned in Medical Assisting I. *Co-requisite: Medical Assisting I*

ALHT 130 INTRODUCTION TO MEDICAL CODING

3 credit hours

This course is designed to prepare students to process health insurance claims and understand health insurance plan options. It will introduce information about major insurance programs and federal health care legislation, provide a basic knowledge of national diagnosis and procedure coding systems, and simplify the process of completing claims.

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ALMA 150 MEDICAL ASSISTING II

3 credit hours

This course is the second of two medical assisting courses. Back Office: This second course is designed to introduce students to the clinical procedures required as part of the competency and outcomes established by the Commission on Accreditation of the Allied Health Education Programs in their Standards and Guidelines for Medical Assisting Educational Programs. It is designed for students wishing to enter the health care industry or advance from an existing entry level health care position. *Co-requisite: ALMA150 Medical Assisting II Lab.*

ALMA 160 MEDICAL ASSISTING II LAB

4 credit hours

This course is the second of two medical assisting laboratory courses. Back Office: This course is designed to introduce students to the theory of and hands-on application of general and professional procedures required as part of the competency and outcomes established by the Commission on Accreditation of the Allied Health Education Programs in their Standards and Guidelines for Medical Assisting Educational Programs. It is designed for students wishing to enter the health care industry or advance from an existing entry level health care position. This course puts into practice theory learned in Medical Assisting II. *Co-requisite: ALMA150 Medical Assisting II.*

ALMA 180 MEDICAL ASSISTING EXTERNSHIP

4 credit hours

This course requires the student, in the controlled environment of an approved externship site, to experience the hands-on application of administrative, clinical and professional procedures required as part of the competency and outcomes established by the Commission on Accreditation of the Allied Health Education Programs in their Standards and Guidelines for Medical Assisting Educational Programs. This course requires the students to complete a minimum of 160 clock hours of supervised practical experience in a program approved site. The course requires the student to assist in locating an approved site. Student is required to document practice skills in a portfolio.

ADMISSION REQUIREMENTS

The medical assistant program utilizes non-traditional learning strategies such as evening classes, email, and the internet. Therefore to be successful in this program you must have a functioning email address and access to the internet.

Admission to the college does not guarantee admission to the medical assistant program. The following enrollment steps must be completed before the enrollment in the Medical Assistant Program is complete. Note: To be a competent healthcare provider student must know how to read directions and perform tasks in a timely manner. All of the Application Steps must be completed as soon as possible to assure a position in the Class.

Application Procedure

[] **STEP 1a**– Complete NCCC admission form. Apply on-line by visiting www.neosho.edu, or call Chanute Campus: (620) 431-2820 or 800-729-6222, ext 280 or 288 Ottawa Campus: (785) 242-2067 or (888) 466-2588 to request a NCCC admission form. Medical Assistant Students must submit their high school transcripts, as well as transcripts from all former colleges attended.

[] **STEP 1b** - Complete Medical Assistant Program Application form available from program coordinator (jerwin@neosho.edu), (620) 431-2820 Ext 214 or (800) 729-6222 Ext 214.

[] **STEP 2** – Apply for financial aid and scholarships. Many programs are available to assist students in meeting their educational costs at NCCC, including grants, scholarships, loans and student employment. Priority deadline for preferred grants and scholarships is four months prior to any regular enrollment period. Applications received after the priority deadlines are not guaranteed timely disbursement.

For the quickest application process, follow these steps:

Apply for NCCC and Program admission

- Complete your FAFSA online (www.fafsa.ed.gov) (PELL Grant and loans) NCCC's school code is 001936
- Complete a Student Data Form (available at NCCC's website www.neosho.edu)
- Follow these links: "services" "financial aid" "fa forms" Read your mail and respond to all documents requests
- Call if you have questions: Chanute campus (620) 431-2820 Ext 278

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[] **STEP 3** – Take a placement exam or provide NCCC with your ACT scores

Students who have not taken the ACT or SAT must take the COMPASS placement exam. COMPASS testing is offered on the NCCC campus Monday through Friday from 8 am to 5 pm. Students needing to take the COMPASS should report to the Student Services office in Sanders Hall on the Chanute campus. COMPASS testing generally takes 1 to 1 ½ hours to complete. Staff Recommendation: Students without prior computer experience should complete a course or training session in computer keyboarding and/or internet applications prior to the beginning the program. Ottawa students should contact admissions for COMPASS testing information.

[] **STEP 4** – Schedule an advising (program enrollment) appointment with the Program Coordinator. Please call 620 431-2820 Ext 214 or email jerwin@neosho.edu to schedule a date and time to complete enrollment in your classes. Program Coordinator will assist you in enrolling in medical assisting classes.

Ottawa Campus: Step 4 mail be completed by telephone Please call (620) 431-2820 or (800) 729-6222 Ext 214 to schedule a telephone interview (please message with your phone number and the best time to contact you).

[] **STEP 5** - Provide documentation to the Program Coordinator at least one week before the start of the fall semester that you have the following:

- Documentation that you have obtained a tuberculosis screen test.
- Documentation that you have obtained MMR immunization.
- Provide proof of obtaining the first injection or sign a waiver for Hepatitis B immunization.
- Sign and submit Consent for Criminal Background Check.
- Sign and submit a Substance Abuse Policy and Drug Screen Consent.
- Sign and submit a program Physical Standards.
- Submit a Signed Statement of General Health.
- Submit a signed waiver for invasive procedures.
- Submit the signed Program Handbook form located on the last page of the Program Student Handbook.
- Submit a signed copy of the Program Enrollment Agreement.

[] **STEP 6** – Pay for your courses. Payment for Fall classes is due July 23. All students who have not paid in full, signed up for the FACTS payment plan, or have financial aid in place to cover all charges by July 23 may be dropped from their classes. Students enrolling after July 23 must pay in full or sign up for the FACTS payment plan at the time of enrollment. Signing up for FACTS after August 1 may require a down payment. For more information about the FACTS Payment Plan, call the business office at ext. 286. NCCC accepts VISA, MasterCard and Discover.

[] **Step 7** – Purchase your books at the NCCC Bookstore.

[] **Step 8** – Complete an online orientation seminar (available in August). Contact the program coordinator for time and dates. *Note: Online orientation seminar is mandatory. The seminar will include an overview of online course platform(s) and email use.* If you do not have internet access or require basic internet instruction please contact the Program Coordinator.

Program Expenses

Please see the current Neosho County Community College “Schedule of Courses”, and “Program Enrollment Agreement” for tuition and related program expenses. Indirect costs of the program may include expenses associated with, professional memberships, travel, meals and attendance at educational seminars.



Neosho County Community College

800 West 14th Street
Chanute, KS 66720
620-431-2820 (Chanute) or (785) 242-2067 (Ottawa)
www.neosho.edu

In accordance with the 2006-2008 catalog Effective 9/01/2006

Medical Assistant Certificate

The Medical Assistant Certificate program prepares students to be proficient in their profession upon completion of the program. The program prepares students to demonstrate successful competence in the outcomes established by the Commission on Accreditation of Allied Health Education Programs in their Standards and Guidelines for Medical Assisting Educational Programs. Students will be prepared to sit for the Registered Medical Assistant credential from the American Medical Technologists.

Upon successful completion of this program you will have the skills required to pass the RMA examination and to obtain an entry-level position in the medical assisting profession.

Prerequisites

YOU WILL NEED TO DEMONSTRATE PROFICIENCIES IN READING, ENGLISH, AND MATHEMATICS BASED ON THE COMPASS ASSESSMENT TEST, ACT OR SAT SCORES, OR BY TAKING THE RECOMMENDED/REQUIRED CLASSES. SOME OF THE COURSES IN THIS CURRICULUM HAVE SPECIFIC PREREQUISITES. PREREQUISITES CAN BE FOUND ON THE REVERSE SIDE (GUIDE TO COMPLETING PROGRAM REQUIREMENTS) OR IN THE COLLEGE CATALOG.

General Education (GE) Courses

The medical assistant program is designed as a terminal certificate program. Contact the program coordinator for information on earning an Associate Degree. Certificate students are not required to take specific elective courses for this program. Students completing this program will earn several credit hours that can be applied to the associate degree, if they choose to pursue that option at a later date. Students should work closely with their advisors to determine the most efficient method of obtaining career goals.

Program Core Courses

ALMA 110 Medical Assisting I, ALMA 120 Medical Assisting I Lab, ALHE 105 Medical Terminology, CSIS 100 Microcomputer Business Applications, ALHE 102 Nurse Aide, ALMA 150 Medical Assisting II, ALMA 160 Medical Assisting II Lab, ALMA 125 Human Body in Health & Disease, ALHT 130 Introduction to Medical Coding, ALHE 122 Introduction to Pharmacology, ALMA 180 Externship

Program Outcomes

1. Practice clerical functions.

2. Perform bookkeeping functions.
3. Process insurance claims.
4. Apply fundamental medical office clinical procedures.
5. Perform specimen collection.
6. Perform diagnostic testing.
7. Provide medical office patient care.
8. Communicate effectively.
9. Apply legal and ethical concepts.
10. Instruct patients.
11. Perform medical office operational functions.

Course Sequence

The listing that follows is a suggested sequence of courses for full-time students. Consult your advisor for information specific to your academic situation. Students should complete BIOL 102 Human Biology or ALMA 125 Human Body in Health & Disease prior to attempting BIOL 257/258.

Medical Assistant Recommended Sequence of Courses

(Fall) Semester I

ALHE 102	Nurse Aide	5
CSIS 100	Microcomputer Business Applications	3
ALHE 105	Medical Terminology	3
ALMA 110	Medical Assisting I	3
ALMA 120	Medical Assisting I Lab	4
Total -		18

(Spring) Semester II

ALMA 150	Medical Assisting II	3
ALMA 160	Medical Assisting II Lab	4
ALMA 125	Human Body in Health and Disease	3
ALHE 122	Introduction to Pharmacology or ALHE 104	3
ALHT 130	Introduction to Medical Coding	3
Total-		16

(Summer) Semester III

ALMA 180	Externship	4
Total-		4

Total Program Credits 38

For more information contact:
Program advisors
Jean Erwin, (620) 431-2820, ext. 214
Jerwin@neosho.edu



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*NEOSHO COUNTY COMMUNITY COLLEGE
MEDICAL ASSISTANT CERTIFICATE
Guide to Completing Program Requirements*

Directions: As you complete each course, indicate the semester taken (or transferred) and the grade received. The overall GPA must be no less than 2.0 to qualify for graduation. You should complete a graduation application in your last semester of courses.

<i>PROGRAM REQUIREMENTS (38-40 cr)</i>	Course Prerequisite	Credits Hrs Completed/ Transferred	Semester Completed	Grade Earned
ALMA 110 Medical Assistant I (3cr)	Corequisite: ALMA 120			
ALMA 120 Medical Assistant I Lab (4cr)	Corequisite: ALMA 110			
ALHE 105 Medical Terminology (3cr)				
CSIS 101 Microcomputer Business Applications (3cr)				
ALHE 102 Nurse Aide (5cr)				
ALMA 150 Medical Assistant II (3cr)	Corequisite: ALMA 160			
ALMA 160 Medical Assistant II Lab (4cr)	Corequisite: ALMA 160			
ALMA 125 Human Body in Health & Disease (3cr) or BIOL 257 & 258 Human Anatomy & Physiology (5cr) or or BIOL 102 Human Biology				
ALHE 122 Introduction to Pharmacology (3cr) or ALHE 104 Medication Aide (5cr)				
ALHT 130 Introduction to Medical Coding (3cr) or ALMA 130 Medical Insurance and Coding (3cr)	Recommend: ALHE 105			
ALMA 180 Externship (4cr)	BIOL 257, 258 ALHE 102, 105, 122 ALMA 110, 130, 120, 150, 160			
<i>DEVELOPMENTAL COURSES (*as needed by test score)</i>				
<i>BIOL 102 HUMAN BIOLOGY RECOMMENDED BY STAFF</i>				
TOTAL PROGRAM CREDIT HOURS (38-40 CR MINIMUM)				

COMMENTS: (INCLUDING CURRICULUM VARIANCES)

APPLICATION

Neosho County Community College
Medical Assistant Program

Date: _____

Please indicate which campus and start date you are applying for:

___ Chanute ___ Ottawa

___ Fall 2005 ___ Fall 2006 ___ Fall 2007

Name: _____ Maiden Name: _____

Home Phone: (____) _____

Address: _____ City: _____ State: _____ Zip: _____

Social Security Number: _____ NCCC Account Number (if known): _____

Email Address (please print): _____

EDUCATIONAL HISTORY

Are you a high school graduate? YES ___ NO ___ Date of Graduation: _____

High School Name/Location: _____

If no, state your GED completion date? _____ State: _____

Have you completed any college courses? ___ YES ___ NO If yes, where? _____

Please list any college degrees or vocational certificates held: _____

EMPLOYMENT HISTORY

List your last two places of employment:

1. Employer: _____

Address: _____ Phone: (____) _____

Date Employed: _____ Date of Termination: _____

Reason for Leaving (optional): _____

2. Employer: _____

Address: _____ Phone: (____) _____

Date Employed: _____ Date of Termination: _____

Reason for Leaving (optional): _____

3. _____ Homemaker and have not been employed outside the home.

INFORMATION IN CASE OF AN EMERGENCY

List two individuals we may contact in case of an emergency:

1. Name: _____ Relationship: _____

Address: _____ City: _____ State: _____ Zip: _____

Home Phone: _____ Work Phone: _____

2. Name: _____ Relationship: _____

Address: _____ City: _____ State: _____ Zip: _____

Home Phone: _____ Work Phone: _____

LICENSURE

The national examination organization may refuse to permit an individual to write the RMA exam, to individuals convicted in a criminal prosecution.

Have you ever been convicted as an adult offender of any crime? YES NO

If yes, is your name on the Department of Social Services Disqualification List. (This list includes people who have pled guilty to, or no contest to any A or B felony violation of chapters 565, 566, 569 RSMO). The felonies covered in these chapters focus primarily on crimes against another person and include the following:

- Murder
 Voluntary Manslaughter
 First & Second degree assault of a law enforcement officer
 Sexual offenses
 First & Second degree robbery
 First & Second degree arson

Have you ever been denied a health license in this or any other state? YES NO

PROGRAM INFORMATION

Have you ever previously applied for any Health Science programs? YES NO

Where ? _____

How did you hear about the Health Science programs?

- Radio School Sign Other
 T.V. Brochure _____
 Newspaper Friend _____

NCCC DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, DISABILITY OR VETERAN STATUS, NOR WITH ANY PROVISIONS OR THE "AMERICANS WITH DISABILITIES ACT" OF THE APPLICANT SECTION IV-(0).

If accepted as a student, I give NCCC permission to release a copy of my school records to inquiries such as employment for educational purposes, according to the Family Educational and Privacy Act of 1974. In connection with my application with the college, I understand that a consumer report which may contain public records information is being requested. This report may include the following types of information: Names and dates of previous employers; credit information, etc. I further understand that such report may contain public record information concerning my credit, bankruptcy proceeding, etc. from federal, state and other agencies that maintain such records.

I AUTHORIZE, WITHOUT RESERVATION, ANY PARTY OR AGENCY CONTACTED TO FURNISH THE ABOVE MENTIONED INFORMATION.

I have read the information on admission and refund policies. I certify that the information provided on this application is correct to the best of my knowledge and that falsification of any part of this application may be grounds for immediate dismissal from the Medical Assistant Program.

I verify that the above information is accurate and that I am at least 17 years of age.

Date: _____ Signature: _____

Deliver or mail to NCCC Medical Assistant Program, 800 W. 14th, Chanute KS 66720

IMMUNIZATION REQUIREMENTS

A Student Accepted into the Medical Assistant Program is required to provide documentation of immunization for the following diseases prior to the start of classes:

Tuberculosis (TB)

Provide one of the following: TB skin test within 12 months of the start of classes **OR** if you have a history of a positive TB skin test, provide documentation of a chest x-ray within 18 months of the start of classes. If longer than 18 months, must get new chest x-ray or letter from physician stating no change in health status since last negative chest x-ray **OR** Provide documentation of a BCG or other tuberculosis vaccination. You may be required to repeat the TB skin test prior to beginning your externship during the summer semester.

Rubeola (Red Measles), Rubella (German Measles) and Mumps [MMR]

Provide a copy of your MMR record **OR** if you are unable to locate your MMR record, you will need to get one adult dose **OR** provide a Positive Rubella titer [If you have given birth, the hospital where you delivered should have documentation of a positive rubella titer or adult MMR]

Varicella (Chickenpox)

A handwritten statement stating that you have had the Chickenpox will suffice. If you have not had Chickenpox, you should think about getting the Varicella vaccination. The adult vaccination is a series of two shots, one month apart.

Hepatitis B

Provide a signed Waiver declining vaccination at this time **OR** provide vaccination dates **OR** provide results of a positive anti-HBs titer.

Forms will be provided during Step #4 of your Application Procedure by the Medical Assistant Program Coordinator (Step #4 states that you should "Schedule an advising orientation session with the Medical Assistant Program Coordinator". **Note:** If you are having trouble locating your immunization records, check with your high school. Many schools keep your immunization records.

HEPATITIS B IMMUNIZATION POLICY

Students are encouraged to take the series of Hepatitis B vaccine at their own expense. The Occupational Safety and Health Administration (OSHA) recommend Hepatitis B vaccine for persons with a potential blood exposure of at least one time per month. Students who have received the vaccine will need to provide documentation of immunization.

If a student chooses not to take the vaccine, the student will be required to sign a release of liability form on or before the first day of class.

I am aware of the policy regarding Hepatitis B vaccine and I wish to be immunized. I agree to receive my first immunization of a series of three, before the first day of class.

Option #1:

I will provide documentation of my initial immunization on or before the first day of class. I will also provide documentation of subsequent immunizations as they occur.

Signature/Date (Important: You will need to provide documentation in addition to signing above)

Option #2:

I choose not to take the Hepatitis B vaccine. I am aware that it is recommended by the Occupational Safety and Health Administration for potential exposure to blood of at least one time per month and I do so at my own risk.

(Waiver) Signature

Date

RUBELLA IMMUNIZATION POLICY

Students may be having contact with females in the childbearing years and must fit into one of the following categories:

- I. Individuals considered immune. Individuals considered immune are those who have one of the following:
 - a. Documentation of having had the disease.
 - b. Documentation of having received rubella immunization.
 - c. Documentation of positive screen for rubella.
 - d. A birth date prior to 1957.

- II. Individuals not fitting into the above categories must receive the trivalent vaccine for measles (Rubella), mumps and rubella (German Measles (MMR) as recommended by the State Department of Health. This vaccination is available to individuals at a reduced charge at their local health department. The vaccination may also be obtained from your private health care provider at your own expense.

I have had rubella and will provide the Medical Assisting Program Coordinator with documented evidence (i.e. health record) of having had the disease on or Before The First Day of Class.

I have received the rubella immunization on (date) _____ and will provide the Program Coordinator with evidence of having had the immunization (i.e. photocopy of the immunization record) on or Before The First Day of Class.

I have had a positive screen for rubella (date) _____ and will provide documentation of screen results on or Before The First Day of Class. (This information may be available from your obstetrician).

I was born before 1957, my birthday is (DATE) _____

Please initial the appropriate line and attach necessary documented evidence of immunity. Submit documents to the Program Coordinator on or Before the First Day of Class.

Student's Signature/Date

Tuberculin Skin Test

Students must have a Purified Protein Derivative (PPD) test for tuberculosis or chest x-ray if the skin test is positive. (Note: Tine test is not acceptable). Documentation of the PPD test or chest x-ray must be submitted to the Program Coordinator **BEFORE** the first day of class. The skin test must have been administered no earlier than one year prior to the beginning of the program. You may be required to repeat the test prior to beginning your externship during the summer semester.

PPD TUBERCULIN TEST

Step 1: Date Given: _____

Signature of person administering test

Step 2: Date Read: _____

Result: _____

Signature of person reading results

Print Student's Name

Student's Signature/Date

DRUG SCREENING CONSENT FORM

I, the undersigned, hereby authorize laboratory testing of my blood, urine, and/or breath for the presence of drugs, alcohol, and controlled substances. I give consent for the release of test results to the Program's Coordinator for appropriate review and action as described in the rules and policies of the college and medical assisting program.

I understand that this testing is not part of any medical treatment, treatment for illness, or therapy. I agree to hold harmless and release from all liability all physicians, employees and agents who work to perform the testing or the disclosure of results from and against any claims, actions, or losses that arise as a result of the testing or disclosure of test results.

I acknowledge that this signed Drug Screening Consent Form is a requirement for consideration for acceptance into the Externship Course of the program. If I qualify and am accepted into the Externship Course contingent on a negative drug screen, I realize that a positive result will compromise my acceptance into the Externship Course. The Externship Course is a requirement for successful completion of the medical assistant program and national medical assisting examinations. I will not hold anyone responsible but myself if my acceptance into the Externship Course is denied because of this testing.

The above statement is applicable for the academic year of 2006-2007.

Print Your Name

Signature of Applicant/Date

Student Services - Healthcare Policy

The Medical Assistant Program or the health care facilities to which students are assigned do not provide health services or pay for health care services to students. In the event of illness or accident(s) during class, learning labs or externship hours (including needle sticks or other exposures), neither the college nor externship site can assume responsibility. All payments for medical care provided are the student's responsibility. Illnesses and accidents are to be reported promptly to the classroom instructor, learning lab instructor, or externship site preceptor. Neosho County Community College and the Medical Assistant Program recommends that all students carry health insurance.

I am aware of the Program's policy regarding student health services and health insurance. I assume responsibility for my own health care. I am also aware that students must be capable of participating fully in all classroom, learning lab, and externship activities.

Student's name (please print)

Student's signature/Date

Physical Standards

ACTIVITY	FREQUENCY *
LIFT: up to 50 pounds to assist moving patients	F
STOOP: to adjust equipment or position patients	F
KNEEL: to perform CPR	O
CROUCH: to locate and plug in electrical equipment	F
REACH: 5' above the floor to attach devices to wall outlets	C
HANDLE: small and large equipment for storing, retrieving, moving	C
GRASP: syringes, instruments, etc.	C
STAND: for prolonged periods of time	C
FEEL: to palpate pulses	C
PUSH / PULL: large, wheeled office equipment, e.g.	C
WALK: for extended periods of time to all areas of office or clinic	C
MANIPULATE: knobs, dials associated with diagnostic/therapeutic devices	C
HEAR: verbal directions / through a stethoscope for blood pressure	C
SEE: patient conditions such as skin color, work of breathing	F
TALK: to communicate in English goals / procedures to patients	C
READ: typed, handwritten and computer information in English	C
WRITE: to communicate in English pertinent information (e.g., patient evaluation data)	C
MENTAL / ATTITUDINAL STANDARDS	
Function safely, effectively, and calmly under stressful situations.	C
Maintain composure while managing multiple tasks simultaneously.	C
Prioritize multiple tasks.	C
Exhibit social skills necessary to interact effectively with patients, families, supervisors, and co-workers of the same or different cultures such as respect, politeness, tact, collaboration, teamwork, discretion.	C
Maintain personal hygiene consistent with close personal contact associated with patient care.	C
	C
Display attitudes/ actions consistent with the ethical standards of the profession.	

*FREQUENCY KEY: O=Occasionally 1-33%; F=Frequently 34-66%; C=Constantly 67-100%

 Print Student Name

 Student Signature/Date

Criminal Background Check Form

I consent to the release of any criminal history records to Neosho County Community College. My record will be considered for the purposes of determining my suitability for externship placement. I do not authorize release of this information for any purposes beyond externship acceptance requirements.

I understand that this Criminal Background Check Form must be signed and returned to the Medical Assistant Program in order to complete one of the final steps in the externship application process.

Name: _____
Please Print First, Middle, and Last Name.

If married, Maiden Name: _____

Social Security Number: _____ - _____ - _____ Date of Birth: _____

All Addresses for the last five (5) years: If additional space is needed, please use the back of this form.

Current: _____

City: _____ State: _____ Zip: _____

Other: _____

City: _____ State: _____ Zip: _____

Other: _____

City: _____ State: _____ Zip: _____

I hereby authorize Neosho County Community College to obtain any background or informational reports on me as they may deem necessary.

Signature: _____ Date: _____

Information below this line is for office use only.

Date: _____

Report(s) ordered:

Initials: _____

State Criminal History from the following state(s):

() Missouri () Kansas () Oklahoma () Arkansas

Other States: _____

Other Reports: _____