

Medical Assisting Certificate

Information and Application Packet 2020-21

Program Description

The medical assisting program is designed to prepare the student for entry-level employment as a medical assistant. “The curriculum is designed to prepare competent entry level medical assistants in the cognitive (knowledge), psychomotor (skills) and affective (behavior) learning domains” (Commission on Accreditation of Allied Health Education Programs). The program is designed to coordinate classroom and laboratory experience with practical experience in a healthcare facility such as the physician’s office. Medical assistants are multi-skilled allied health professionals who perform a wide range of roles in physicians’ offices, clinics and other healthcare settings. They are proficient in a multitude of clinical and administrative tasks and are widely viewed by doctors as vital members of the healthcare delivery team.

- Classes are offered during the day with some courses offered in the evening on a limited basis. Most classes generally meet one or two days per week at the Radcliff Center campus in Garden City.
- In addition to classroom and laboratory experience, the program includes an office practicum in a healthcare facility.
- Students who successfully complete all program courses qualify for a Certificate of Program Completion and are eligible to take the Certified Medical Assistant (CMA) examination conducted by the certifying board of the American Association of Medical Assistants.
- The Medical Assisting 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).

Application Requirements

The Medical Assisting (MA) Program requires an application (attached to the end of this packet). To be admitted to the program the student must complete the following:

1. Apply to Schoolcraft College	Apply to Schoolcraft College on-line at www.schoolcraft.edu
2. Transcripts	It is recommended you request official undergraduate transcripts from <u>all</u> colleges and universities previously attended. Transcripts must be sent directly from the issuing college or university to Schoolcraft College. To confirm that transcripts have been received, contact the Answer Center at 734-462-4426.
3. Academic Advising and Assessment	This program requires minimum assessment levels or course work in the areas of math, reading and writing. Students should have placement scores (Computer Placement Test, ACT, or SAT) submitted prior to meeting with an academic advisor. Students with prior college-level work or a degree may be exempt from placement testing. The Computer Placement Test (CPT) is taken in the Testing Center. ACT or SAT scores must be less than three years old. Contact the Academic Advising at 734-462-4429 to make an appointment.
4. College Prerequisite Coursework	Complete BIOL 105 or equivalent. Complete Basic Anatomy and Physiology with a grade of 2.0/C or better. Complete HIT 104 or equivalent. Complete Medical Terminology with a grade of 2.0/C or better. Complete CIS 120 or equivalent. Complete Software Applications with a grade of 2.0/C or better Complete MA 115 or equivalent. Complete Phlebotomy with a grade of 2.0/C or better. Complete MA 134 or equivalent. Complete Medical Insurance Coding with a grade of 2.0/C or better. Complete MA 140 or equivalent. Complete Medical Office Procedures with a grade of 2.0/C or better.
5. Apply to Medical Assisting Program	Submit the attached Medical Assisting Restricted Enrollment Program Change Form to your advisor.

Open/Supporting Courses

Admission to the Medical Assisting Program is not necessary to register for the courses listed below. The following courses are open to all Schoolcraft students who have met the course prerequisite (see the College Catalog).

CIS 120	Software Applications (with a grade of 2.0/C or better)
BIOL 105	Basic Human Anatomy and Physiology (with a grade of 2.0/C or better)
HIT 104	Medical Terminology (with a grade of 2.0/C or better)
HIT 114	Pharmacology for Health Professionals (with a grade of 2.0/C or better)
MA 115	Phlebotomy (with a grade of 2.0/C or better)
MA 134	Medical Insurance Coding (with a grade of 2.0/C or better)
MA 140	Medical Office Procedures (with a grade of 2.0/C or better)
MA 155	Medical Insurance Billing (with a grade of 2.0/C or better)

Estimate of Tuition and Fees

Medical Assisting Certificate			
Certificate Program (35 credit hours)			
	<u>Resident</u>	<u>Non-Resident</u>	<u>Out of State</u>
Tuition:	\$ 4,305.00	\$ 6,195.00	\$ 9,100.00
Registration Fees:	\$ 172.00	\$ 172.00	\$ 172.00
Service Fees:	\$ 280.00	\$ 280.00	\$ 280.00
Instructional Equipment Fees:	\$ 350.00	\$ 350.00	\$ 350.00
Infrastructure Fees:	\$ 280.00	\$ 280.00	\$ 280.00
Course Fees:	\$ 653.00	\$ 653.00	\$ 653.00
Additional Expenses (Approximate):			
Hepatitis B Vaccine (\$150.00)	\$ 705.00	\$ 705.00	\$ 705.00
Application Fee for Certification Exam (\$235.00 optional)			
Miscellaneous expenses for clinical affiliation (\$300.00)			
Liability Insurance (\$20 per fiscal year)			
TOTAL	\$ 6,745.00	\$ 8,635.00	\$11,540.00
<small>The above figures are based on 2020-2021 rates and are subject to change. A Resident student is one whose legal residence is in the school District of Clarenceville, Garden City, Livonia, Northville, Plymouth-Canton or parts of Novi. All other students are Non-Residents or Out-of State. Estimate of textbooks not included.</small>			

Note

Requirements for admission to the Medical Assisting Certificate are subject to change at any time. Please contact the Admissions and Welcome Center for updates of any applicable changes:

Phone: (734) 462-4683

Fax: (734) 462-4552

E-mail: admissions@schoolcraft.edu

Web: www.schoolcraft.edu

It is the policy of Schoolcraft College that no person shall, on the basis of race, color, national origin, gender, age, marital status, creed, or handicap, be excluded from participating in, be denied benefits of, or be subject to discrimination during any program or activity or in employment.

Medical Assisting Program

Restricted Enrollment Application 2020-2021

The Medical Assisting Program requires a Restricted Enrollment Program Change form to be completed with an advisor.

ASSESSMENT *the minimum Assessment Scores listed below or successfully complete appropriate developmental courses to improve your skills. Assessment Test Scores are valid for up to three years.*

Student:

- has submitted SAT or ACT scores is exempt from assessment
 has taken the CPT or NGA

Minimum Scores:	<i>CPT</i>	<i>NGA</i>	<i>ACT</i>	<i>SAT</i> (March 2016)
English/Writing	51 +	237	15 +	22+
Reading	57 +	237	15 +	22+
Math	60 +	AR=240 or QRAS=220	16 +	22+

PROFICIENCY

Student:

- has met minimum **English** score or ⇒ has successfully completed ENG 050 or higher with a 2.0/C or better
 has met minimum **reading** score or ⇒ has successfully completed COLLS 050 or higher with a 2.0/C or better
 has met minimum **math** score or ⇒ has successfully completed MATH 045 or higher with a 2.0/C or better

BIOL 105 or equivalent. Complete Basic Anatomy and Physiology with a grade of 2.0/C or better. Biology 236 or 237 and 238 or the equivalent to these courses will meet this requirement with a grade of 2.0/C or better.

Student:

- has successfully completed BIOL 105 (2.0/C or better) or ⇒ has successfully completed _____ at _____ with a grade of _____

HIT 104 or equivalent. Complete Medical Terminology with a grade of 2.0/C or better. You may complete an equivalent college course to satisfy this requirement with a grade of 2.0/C or better.

Student:

- has successfully completed HIT 104 (2.0/C or better) or ⇒ has successfully completed _____ at _____ with a grade of _____

CIS 120 or equivalent. Complete Software Applications with a grade of 2.0/C or better. You may complete an equivalent college course to satisfy this requirement with a grade of 2.0/C or better.

Student:

- has successfully completed CIS 120 (2.0/C or better) or ⇒ has successfully completed _____ at _____ with a grade of _____

MA 115 or equivalent. Complete Phlebotomy with a grade of 2.0/C or better. You may complete an equivalent college course to satisfy this requirement with a grade of 2.0/C or better.

Student:

- has successfully completed MA 115 (2.0/C or better) or ⇒ has successfully completed _____ at _____ with a grade of _____

MA 134 or equivalent. Complete Medical Insurance Coding with a grade of 2.0/C or better. You may complete an equivalent college course to satisfy this requirement with a grade of 2.0/C or better.

Student:

- has successfully completed MA 134 (2.0/C or better) or ⇒ has successfully completed _____ at _____ with a grade of _____

MA 140 or equivalent. Complete Medical Office Procedures with a grade of 2.0/C or better. You may complete an equivalent college course to satisfy this requirement with a grade of 2.0/C or better.

Student:

- has successfully completed MA 140 (2.0/C or better) or ⇒ has successfully completed _____ at _____ with a grade of _____

Academic Advisor Signature: _____ **Date:** _____

Student Signature: _____ **Date:** _____

NOTE:

This Application will allow the student to register for MA 175 and MA 180. In order to register for MA 196 the following additional items must be complete:

Course work:

- Completion of HIT 114 with a minimum grade of 2.0.
- Completion of MA 155 with a minimum grade of 2.0.
- Completion of MA 175 with a minimum grade of 2.0.
- Completion of MA 180 with a minimum grade of 2.0.
- NOTE: MA 175 and MA 180 are offered in the fall and winter semesters. These courses must be completed within six months of registering for MA 196 or they will have to be repeated.

Background Check, Drug Screen, Physical and Immunizations (Required forms may be obtained from the Radcliff Administrative Office):

- Criminal History Check Clearance. Generally, convictions or pleas of guilt to a felony will prevent you from sitting for the CMA (AAMA) Exam.
- Medical Clearance / Drug Screen (marijuana is still prohibited). Physical and test expires after 12 months.
- Maintain a cumulative grade point average at Schoolcraft College of 2.0 or better
- Required Immunizations
 - Two **MMR** vaccinations (Measles, Mumps, Rubella) – one as a child – one as an adult or Titer showing immunity for ALL of the above.
 - **Hepatitis B** vaccination or Titer – (series must be started prior to clinical) or a signed Vaccination Declination Form.
 - **Flu Shot** – must have annual vaccination.
 - **Tetanus/Diphtheria/Pertussis (TDAP)** – must have received a TDAP within the past 7 years.
 - **Two-step TB Test** – TB test expires after 12 months. The student’s TB test cannot expire before the end of class and/or when clinical will be completed.
 - **Chicken Pox** – 2 Varicella vaccinations given 1 month apart and/or a laboratory Titer verifying immunity. NOTE: we are no longer accepting history of chicken pox as evidence of immunity.



Medical Assisting Program Restricted Enrollment Program Change Form

Please Print:

Student Name: _____
 Last First Middle Initial

Student Number: _____ or Social Security Number (last four digits) _____

Month and Day of Birth ____ / ____

Current Academic Program Name: _____

Current Academic Program Number: _____

New Academic Program Name: Medical Assisting

New Academic Program Number: 1YC.00026

Semester to Take Effect:

Summer _____
 (year)

Fall _____
 (year)

Winter _____
 (year)

Spring _____
 (year)

Academic Advisor Signature: _____ Date: _____

Student Signature: _____ Date: _____

Return to:
Schoolcraft College
Academic Advising
105 McDowell Center
18600 Haggerty Road, Livonia, MI 48152
Phone: 734-462-4429
FAX: 734-462-4489