2016-2017 Catalog
SPECIALIZED ADMISSIONS
PROGRAM INFORMATION GUIDE
FOR
MEDICAL ASSISTING TECHNOLOGY
ASSOCIATE OF APPLIED SCIENCE (AAS-MDCA)
AND
CERTIFICATE OF COMPLETION (C2-MDCC)

PROGRAM CONTACT INFORMATION

Program Coordinator: Andrea Ceron
Office Location: RG Campus, RM B-300
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Dean: Dr. Paula Mitchell, Health Career & Technical Education, Math and Science
Office Location: RG Campus, RM A-240.
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Program Counselor: Patsy Saenz
Office Location: RG Counseling Dept., 103 Montana Ave., 3rd. floor
Phone #: 915-831-4608
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COUNSELOR’S NOTE: Please contact the following numbers to make sure I’m in my office before stopping by: (915) 831-4636, 831-4036, and 831-4155.

If applicable to the program, to qualify for Specialized Admissions, applicants must satisfy all of the following: General Requirements, meet minimum TSI scores, Mandatory courses, and Pre-Program Specifics. Once all requirements are completed, ranking points are derived from the most recent TSI scores and most recent G.P.A of ranking courses. Applicants who complete all ranking courses may be more competitive for admission into their program of choice.

GENERAL REQUIREMENTS

Applicants for Specialized Admissions must satisfy minimum criteria in order to be eligible for ranking. The following is required of all applicants:

- Submit all previous college/university official transcripts (transliteration of all foreign coursework required) prior to ranking.
- Must have a High School Diploma or GED. Submit official transcripts to:
  El Paso Community College Admissions Office
  P.O. Box 20500, El Paso, Texas 79998
- Applicants must be fully accepted by EPCC as an academic credit student.
- Must have successfully completed the TSI Assessment Test.
- Attend a Health Careers Orientation Session or complete it online at http://www.epcc.edu/HCO/Pages/default.aspx
- Submit Specialized Admissions Application form and pay $ 10.00 fee.
- All academic and specialized courses listed on the degree plan must be completed with a “C” or better.
- “Effective Fall 2011, and based on new federal regulations, students are not allowed to repeat previously passed courses more than once.” Students should meet with a counselor to determine how a repeat course (s) may impact his/her academic, prerequisite, specialized admissions or transferability of courses. It is the student’s responsibility to check with the Office of Student Financial Services to inquire how a repeat course (s) may impact their financial aid or veteran’s assistance.

TEXAS SUCCESS INITIATIVE (TSI) ASSESSMENT REQUIREMENTS

The Texas State Legislature mandates that institutions assess all entering undergraduate students for readiness to enroll into college-level course work in the academic areas of Essay, Reading, Math, and Writing Assessment Tests, and to provide individualized developmental education programs to those students not demonstrating this readiness. The Texas Higher Education Coordinating Board (THECB) requires the reporting of developmental progression and outcome of all students engaged in developmental education. Refer to EPCC Catalog or see your counselor for more information.
Minimum TSI Assessment scores for Medical Assisting Technology Program:

Math (PTSM), 350  
Reading (PTSR), 351  
Writing (PTSW), 363  
Essay (PTSE), 6

- Official TSI Assessment scores are valid for five (5) years and only the most recent test score will be the one used for qualifying and ranking.
- Official TSI Assessment scores must contain all four (4) subject areas (Essay, Reading, Math, and Writing).
- Posting of TSI Assessment scores will take between 24 to 48 hours. The TSI Assessment Test must be completed at least 48 hours prior to ranking date.

NOTE: Minimum required testing scores for TSI Assessment and/or Program Specific Criteria may be adjusted if a secondary ranking is necessary to fulfill enrollment requirements

MANDATORY COURSES: (0) COURSES

▲ This program does not identify mandatory courses.

PROCESSING OF PRE-PROGRAM SPECIFIC REQUIREMENTS

If applicable to the program, it is highly recommended that the applicant complete the Pre-Program Specific Requirements at least three (3) weeks prior to the ranking date. The applicant must complete “Specialized Admissions” requirements for qualifying and ranking. There is a scheduled ranking date for this program. Normal processing may take a few days or a few weeks depending on document type and individual circumstances. If documents have been received, but not processed, then the student will be coded as ineligible for that ranking, because sufficient time was not given for validating and processing the information.

PRE-PROGRAM SPECIFIC REQUIREMENTS

There are no pre-program specific requirements for this program before ranking
The Medical Assisting Certificate 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). See current EPCC catalog for contact information.

Check 2016-2017 El Paso Community College Catalog for Prerequisites

AAS DEGREE PROGRAM COURSES

FIRST YEAR

Fall Semester
MDCA 1305 Medical Law and Ethics
MDCA 1313 Medical Terminology for Medical Assistants
MDCA 1409 Anatomy and Physiology for Medical Assistants
MDCA 1421 Administrative Procedures
MDCA 1443 Medical Insurance

Spring Semester
MDCA 1310 Medical Assistant Interpersonal and Communication Skills
MDCA 1417 Procedures in a Clinical Setting
MDCA 1448 Pharmacology & Administration of Medicaments
MDCA 1452 Medical Assistant Laboratory Procedures

SECOND YEAR

Fall Semester
ECRD 1211 Electrocardiography
MDCA 1264 Practicum (or Field Experience)-Medical/Clinical Assistant
MDCA 1370 Procedures in a Clinical Setting II
MDCA 1371 Medical Assisting Credentialing Exam Review

Spring Semester
ENGL 1301 Expository English Composition
HPRS 1202 Wellness and Health Promotion OR
HPRS 1209 Interpretation of Laboratory Results
MATH 1332 College Mathematics
PHIL 2306 Ethics
PSYC 2301 Introduction to Psychology
SPCH 1318 Interpersonal Communication

CERTIFICATE PROGRAM COURSES

FIRST YEAR

Fall Semester
MDCA 1305 Medical Law and Ethics
MDCA 1313 Medical Terminology for Medical Assistants
MDCA 1409 Anatomy and Physiology for Medical Assistants
MDCA 1421 Administrative Procedures
MDCA 1443 Medical Insurance

Spring Semester
MDCA 1310 Medical Assistant Interpersonal and Communication Skills
MDCA 1417 Procedures in a Clinical Setting
MDCA 1448 Pharmacology & Administration of Medicaments
MDCA 1452 Medical Assistant Laboratory Procedures

Fall Semester
ECRD 1211 Electrocardiography
MDCA 1264 Practicum (or Field Experience)-Medical/Clinical Assistant
MDCA 1370 Procedures in a Clinical Setting II
MDCA 1371 Medical Assisting Credentialing Exam Review

Students may complete the Associate Degree Courses at any time during or after Completion of Medical Assisting Certificate

Upon completion of the Medical Assisting Certificate coursework, the graduate is eligible to sit for the Certified Medical Assisting (CMA) Exam offered through the American Association of Medical Assistants Organization (AAMA)
ADDITIONAL INFORMATION

- Official Ranking Dates: June 7, 2016 and December 2, 2016
- Program Begins - Fall and Spring Semesters
- Maximum Students Admitted: 12 Students
- Community Wide Orientation online at http://www.epcc.edu/cwo/
- HIPAA online at http://www.epcc.edu/hipaa/Pages/default.aspx
- Health Careers Orientation online at http://www.epcc.edu/HCO/pages/default.aspx
- Online additional program-specific and career information http://www.epcc.edu/healthprogram
- Students who completed articulated or dual credit courses in health in high school should bring this to the attention of the counselor. College credit may still be available.

POST-SPECIALIZED ADMISSIONS

Students are responsible for the following requirements AFTER accepting a seat in the program, and during the first semester of MDCA courses.

- Must file a degree plan with designated Health Counselor
- Background Check must be completed by each student prior to enrollment in clinical courses. The student will not be able to go to the clinical areas/health care facilities until cleared. For further information, please ask a Health Counselor or call the Program Coordinator. Website: http://www.elpasoex.com. You will receive a letter from the Dean, Health Career & Technical Education, Math & Science division after the background check is reviewed. ***NOTE: A background check must be repeated at student’s expense if the student is not enrolled in a health-related program for one or more semesters.***
- Current CPR Certification at the Professional Level (Must be from American Heart Association-Healthcare Provider ONLY). Must include AED. (Online CPR courses are not acceptable).
- Community Wide Orientation (Renewable every year) (online at http://www.epcc.edu/cwo/).
- First Aid Certification (8 hour course from National Safety Council Course ONLY).
- HIPAA TRAINING (Renewable every year) (online at http://www.epcc.edu/hipaa/Pages/default.aspx).
- Immunizations and Titer – The following must be completed:
  - POSITIVE TITER required for Hepatitis B vaccination series of 3 and Titer (can take 4-6 months to complete) if a student has started the Hepatitis B series by ranking deadline (June 7/December 2), he/she may be cleared for ranking or registration with the understanding that the series must be completed in a timely manner prior to starting clinical courses. Documentation of starting the series must be on file.
  - Tuberculosis Screening and/or testing (completed) (done annually), or chest x-rays and questionnaire (annual).
  - POSITIVE TITER required for each 2 doses - Measles, Mumps and Rubella Vaccinations (MMR) (completed) and Titer.
  - POSITIVE TITER required for each 2 doses- Varicella Vaccination and Titer (completed).
  - Tetanus/Diphtheria and Pertussis (Tdap) (completed)
  - Influenza is required (or completed declination form) (NOTE: If declined, will have to wear a mask in clinical) (done annually).
  - Meningitis or booster
    (Effective January 1, 2012, a Bacterial Meningitis is required for all entering students under the age of 22. The term “entering students” includes new students to EPCC, transfer students, and returning students. Students must provide proof of an initial meningitis immunization or booster to Admissions and Registration Department at any campus. The meningitis immunization must be administered at least 10 days before the start of the semester and must have been administered within the last five years). Visit Admission and Registration EPCC web page for additional information: (http://www.epcc.edu/Registration/Pages/default.aspx).

NOTE: After vaccination is administered, you must wait 4-6 weeks for immunity to show up on the TITER.

- Liability Insurance (Professional Practice Insurance) is required for all clinical and selected laboratory courses. This is paid upon enrollment. Proof of payment (your registration receipt) must be provided to the instructor.
- Physical Exam (current) completed by a Physician, Nurse Practitioner or Physician’s Assistant licensed in the United States. (http://www.epcc.edu/InstructinalPrograms/Documents/Report%20of%20Medical%20Evaluation.pdf)
- Physical Technical Standards form (completed).
- Program Orientation.
- Specialized Equipment and/or Lab Supplies must be purchased at student’s own expense in accordance with course syllabi.
Substance Abuse Screening will be required for each student enrolling in health career programs with clinical components effective August 2007. For further information, please ask a Health Counselor or call the Program Coordinator. ***NOTE: Substance abuse screening may not be completed more than three (3) months prior to the first clinical education course. *** Website: http://www.elpasoex.com.

Uniforms must be purchased at student’s own expense. Detailed information will be provided by the Program Coordinator.

Transportation: Students are responsible for their own transportation to off-campus clinical/learning sites.

Textbooks and other course materials must be purchased at student’s expense in accordance with course syllabi.

PROGRAM SPECIFIC MATERIAL SHOULD BE TURNED IN AS SOON AS COMPLETED TO: Andrea Ceron/MDCA Program Coordinator, RG Campus, room B-300 - Telephone # (915) 831-4139.

OTHER INFORMATION

- CPR and First Aid Courses are available through the EPCC Continuing Education Division. Please see the current Continuing Education Course Schedule or call 915-831-4116 for more information.
- Immunizations, physical examinations, and other health care services are available through the El Paso Community College Rio Grande Border Health Clinic located at the Rio Grande Campus.
- Call 915-831-4016 for appointments for the nursing clinic (immunizations and physical examinations).
- Call 915-831-4017 for appointments for the dental, medical sonography, or physical therapy clinics.

This document is for informational purposes only and is not to be construed as a binding offer or contract between the College and the student. This document was revised September 2015, and is subject to change without prior notice. This document is intended to be used with the College Catalog, which provides complete information on courses as well as College regulations and procedures.

The El Paso County Community College District does not discriminate on the basis of race, color, national origin, religion, gender, age, disability, veteran status, sexual orientation, or gender identity.