Please contact the following numbers for counselor’s office hours:
(915) 831-4636
(915) 831-4036
(915) 831-4155

2017-2018 Catalog
NON-SPECIALIZED ADMISSIONS
PROGRAM INFORMATION GUIDE
FOR
HEALTH INFORMATION MANAGEMENT
MEDICAL TRANSCRIPTION
CERTIFICATE OF COMPLETION (C2-MRMT)

PROGRAM CONTACT INFORMATION

Program Coordinator: Jean Garrison
Office Location: RG Campus, RM B-307A
Phone #: 915-831-4074
E-mail: jgarris2@epcc.edu

Dean: Dr. Paula Mitchell, Health Career & Technical Education, Math and Science
Office Location: RG Campus, RM A-240.
Phone #: 915-831-4030
Email: pmitch8@epcc.edu

Program Counselor: Priscilla Gutierrez
Office Location: RG Counseling Dept., 103 Montana Ave., 3rd. floor
Phone #: 915-831-4022
E-mail: pguite21@epcc.edu

If applicable to the program, to qualify for Specialized Admissions, applicants/students 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 their choice.

GENERAL REQUIREMENTS

The following is required of all students enrolling in this program:

➢ Submit all previous college/university official transcripts (transliteration of all foreign coursework required).
➢ Submit official transcripts to:
  El Paso Community College Admissions Office
  P.O. Box 20500, El Paso, Texas 79998
➢ Must be fully accepted by EPCC as an academic credit student.
➢ “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 required TSI Assessment scores for Medical Transcription Certificate 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. TSI Assessment Tests must be completed at least 48 hours prior to ranking date.

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

**PROGRAM SPECIFIC CRITERIA**

▲ None at this time.

**PRE-PROGRAM SPECIFIC REQUIREMENTS**

There are no Pre-program specific requirements for this program before ranking.

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This program is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM). See current catalog for contact information.

Check 2017-2018 El Paso Community College Catalog for Prerequisites

**MRMT DEGREE PROGRAM COURSES**

### First Semester

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>HITT 1205</td>
<td>Medical Terminology I</td>
</tr>
<tr>
<td>HITT 2331</td>
<td>Medical Terminology-Advanced</td>
</tr>
<tr>
<td>MRMT 2370</td>
<td>Medical Transcription Skill-Building</td>
</tr>
<tr>
<td>SCIT 1407</td>
<td>Applied Human Anatomy and Physiology I</td>
</tr>
</tbody>
</table>

### Second Semester

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>HPRS 2201</td>
<td>Pathophysiology</td>
</tr>
<tr>
<td>MRMT 1307</td>
<td>Medical Transcription I</td>
</tr>
<tr>
<td>MRMT 1370</td>
<td>Introduction to Medical Transcription</td>
</tr>
<tr>
<td>MRMT 2462</td>
<td>Clinical-Medical Transcription/Transcriptionist I</td>
</tr>
</tbody>
</table>

**Summer Session**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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</thead>
<tbody>
<tr>
<td>MRMT 2433</td>
<td>Medical Transcription II</td>
</tr>
<tr>
<td>MRMT 2463</td>
<td>Clinical-Medical Transcription/Transcriptionist II</td>
</tr>
</tbody>
</table>

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**ADDITIONAL INFORMATION**

- Program Begins - **Fall Semester**
- Maximum Students Admitted: **12 Students**
- Community Wide Orientation online at: [http://www.epcc.edu/cwo/](http://www.epcc.edu/cwo/)
- HIPAA online at: [http://www.epcc.edu/hipaa/Pages/default.aspx](http://www.epcc.edu/hipaa/Pages/default.aspx)
- Health Careers Orientation online at: [http://www.epcc.edu/HCO/pages/default.aspx](http://www.epcc.edu/HCO/pages/default.aspx)
- Online additional program-specific and career information: [http://www.epcc.edu/healthprogram](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.
- MRMT website: [http://www.epcc.edu/InstructonalPrograms/Pages/HealthInformationManagement.aspx](http://www.epcc.edu/InstructonalPrograms/Pages/HealthInformationManagement.aspx)
Students enrolling in health career programs with clinical components must also meet Post-Program Specific Requirements prior to enrolling in specified clinical courses. The following is required of all applicants:

- 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](http://www.elpasoex.com). You will receive a letter from the Dean, Health Career & Technical Education, Math and 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.***

  Background checks are done prior to acceptance into most health programs or courses. Students are responsible for the costs. Currently, the approved vendor for El Paso Community College is American Databank. Only background checks from American Databank are accepted. ([www.elpasoex.com](http://www.elpasoex.com)). There are two Levels of background checks: **Level I** includes all students and includes: (1) Social Security Number Verification, (2) Criminal Search 7 years minimum or up to 5 criminal searches, (3) Violent Sexual Offender and Predator Registry Search, (4) Office of the Inspector General (OIG) List of Excluded Individuals/Entities, (5) GSA List of Parties Excluded from Federal Programs (6) U.S. Treasury, Office of Foreign Assets Control (OFAC), List of Specially Designated Nationals (SDN), and (7) State Exclusion List. **Level II** is for students already licensed or certified in any area. Level II requires all of the Level 1 elements plus (1) License Verification, (2) Certification Verification, and (3) Employment Verification, including reason for separation and eligibility for re-hire.

  A positive criminal history will require proof of the official case disposition for clearance. Generally, disqualifying criminal offenses include but are not limited to (1) any felony conviction within the last 10 years or two or more misdemeanors in crimes against persons or families such as homicide, kidnapping, rape, sexual assault, assault, battery, aggravated robbery, theft, any misdemeanor or felony conviction involving abuse, neglect, or exploitation against a child, vulnerable adult, or disabled individual, and felonies or 2 misdemeanors involving manufacture, importation, delivery, or possession of controlled substances, including felony conviction of DWI or two misdemeanor DWI convictions. Deferred adjudication for any felony is also a disqualifying event for enrolling into this Health Program.

  Please note that many professional licensure or certification agencies may have additional requirements. You should reference the requirements for each agency.

- **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** (Renew every year) ([online at: http://www.epcc.edu/cwo/](http://www.epcc.edu/cwo/)).
- **Evidence of Health Care Insurance May be Required.**
- **HIPAA TRAINING** (Renew every year) ([online at: http://www.epcc.edu/hipaa/Pages/default.aspx](http://www.epcc.edu/hipaa/Pages/default.aspx)).
- **Immunizations: Notice to Students:** Immunizations and Titers will be required for employment in Health Care only

  If Immunizations and Titers are required – 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 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 Vaccine or booster**

    (Effective January 1, 2012, a Bacterial Meningitis Vaccination 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 Admissions and Registration EPCC web page for additional information. ([http://www.epcc.edu/Registration/Pages/default.aspx](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.


Program Orientation.

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: Jean Garrison/HITT Program Coordinator, RG Campus, room B-307A - Telephone # (915) 831-4074.

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 October 16, 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.