

**Please contact the following numbers for counselor's office hours: (915) 831-4636, (915) 831-4036, (915) 831-4155.**



**HEALTH CAREER AND TECHNICAL EDUCATION, MATH & SCIENCE  
Specialized Admissions Program Information Guide  
For  
MEDICAL ASSISTING TECHNOLOGY  
ADMINISTRATIVE MEDICAL ASSISTANT CERTIFICATE OF COMPLETION (CI-MDMA)  
2025-2026 Catalog**

**PROGRAM CONTACT INFORMATION**

**Program Coordinator:** Norma Ornelas, A.A.S., CMA (AAMA).  
**Office Location:** RG Campus, RM B-300

**Phone #:** 915-831-4157  
**E-mail:** [nornelas@epcc.edu](mailto:nornelas@epcc.edu)

**Dean:** Souraya A. Hajjar, Ed.D., MPH, CHES, CHCO.  
**Office Location:** RG Campus, RM A-240

**Phone #:** 915-831-4030  
**Email:** [shajjar@epcc.edu](mailto:shajjar@epcc.edu)

**MDCA, AAS Program Counselors:**

**Office Location:** RG Counseling Dept., 103 Montana Ave., 3<sup>rd</sup> floor

**Ricardo Lopez de Lara, Lead Counselor**

**Phone #:** 915 831-4447

**E-mail:** [rlopezde@epcc.edu](mailto:rlopezde@epcc.edu)

**Laura Molina, back-up Counselor**

**Phone #:** 915 831-4608

**E-mail:** [ibenite4@epcc.edu](mailto:ibenite4@epcc.edu)

**PROGRAM MAP**

Program Map provides additional information regarding salary projections, employment opportunities, licensure requirements and Educational milestones. Link: <https://www.epcc.edu/Academics/Catalog/program-map?programID=1177>

**GENERAL REQUIREMENTS**

- Students 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**
- Student must:
  1. **Be approved to take credit academic courses by EPCC**
  2. **If Applicable:** Complete an online Health Careers Orientation at: <https://www.epcc.edu/Admissions/Orientation/health-careers-orientation>
  3. **A grade of a "C" or better is required for all academic and specialized courses listed under the degree plan.**
- **EPCC Cumulative GPA of 2.0 is required**
- **"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) would 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 on a repeat course (s) that might impact their financial aid or veteran's assistance.

**NO TSIA2 REQUIREMENTS FOR CI-MDMA**

▲ **TSIA is not a requirement for CI-MDMA**

**MANDATORY COURSES: (0) COURSES**

▲ **None**

**PRE-PROGRAM SPECIFIC REQUIREMENTS**

▲ **None**

## ADMINISTRATIVE MEDICAL ASSISTANT CERTIFICATE OF COMPLETION COURSES

To complete the requirements for progression and graduation, students enrolled in this program must have a grade of "C" or better in all specialized courses. The term "specialized courses" refers to all courses carrying the prefix of the program in which the student is majoring or the prefix of another health-related discipline.

### Check 2025-2026 El Paso Community College Catalog

#### Fall Semester

- MDCA 1305 Medical Law and Ethics Corequisite: MDCA 1409.  
MDCA 1313 Medical Terminology for Medical Assistants  
MDCA 1409 Anatomy and Physiology for Medical Assistants Corequisite: MDCA 1305.  
MDCA 1421 Administrative Procedures Corequisites: MDCA 1305 and MDCA 1409.  
MDCA 1443 Medical Insurance

#### POST-ENROLLMENT REQUIREMENTS

- **Community Wide Orientation** - Conducted online: <https://www.epcc.edu/Admissions/Orientation/community-wide-orientation> (Must be renewed every year).
- **HIPAA Training** - Conducted online: <https://www.epcc.edu/Academics/Health/hipaa> (must be renewed every year).
- **Textbooks** and other course materials must be purchased at the student's expense in accordance with course syllabi.
- **Transportation:** Students are responsible for their own transportation to off-campus clinical/learning sites.
- **Uniforms:** In accordance with course syllabi, students must purchase their own uniforms. The program coordinator will provide students with detailed information.

=====

**PLEASE NOTE: If the student wants to continue with the AAS-Medical Assisting Program, he/she must comply with the following requisites:**

- **Contact a Health Career Counselor for advice.**
- Check online additional program-specific and career information: <https://www.epcc.edu/Academics/Health>
- 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.
- MDCA website <https://www.epcc.edu/Academics/Health/medical-assisting-technology>

#### ADDITIONAL INFORMATION

- Program Begins-**Fall and Spring Semesters.**
- Maximum Students Admitted: **12 Students.**
- Community Wide Orientation online at: <https://www.epcc.edu/Admissions/Orientation/community-wide-orientation>
- HIPAA online at: <https://www.epcc.edu/Academics/Health/hipaa>
- Health Careers Orientation online at: <https://www.epcc.edu/Admissions/Orientation/health-careers-orientation>

#### 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 915-831-7820 for more information.
- Our EPCC Rio Grande Border Health Clinic is located at the Rio Grande Campus, for information call: 915- 831-4016 or call 915-831-4017 for Dental, Medical Sonography, Echocardiogram or Physical Therapy clinics.

**This document is to be used with EPCC College Catalog, which provides complete information on courses as well as College regulations and procedures. This is for informational purposes only and is not a binding offer or contract between the College and the student. This document was revised September 2024 is subject to change without prior notice.**

The EPCC County District does not discriminate on the basis of race, color, national origin, religion, sex, age, disability, or veteran status.