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)
2019-2020 Catalog

PROGRAM CONTACT INFORMATION

Program Coordinator: Norma Ornelas
Office Location: RG Campus, RM B-300
Phone #: 915-831-4157
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Interim Dean: Souraya A. Hajjar, MPH, CHCO & CHES
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Program Counselor: Martha Brown
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GUIDED PATHWAYS PROGRAM

Guided Pathways provides additional information regarding salary projections, employment opportunities, licensure requirements and Educational milestones. WEB LINK:

If applicable to the program, students qualifying for Specialized Admissions must satisfy all of the following: General Requirements, minimum set 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 Administrative Medical Assistant Certificate of Completion Must Meet Specialized Admissions Requirements and Ranking. The following is required of all applicants:

➢ Prior to ranking, the student must submit all previous college/university official transcripts (transliteration of all foreign coursework required).
  • Official Ranking Dates: June 3, 2019 and November 6, 2019
➢ Student 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. Have successfully completed TSI Assessment Tests.
  3. Attend a Health Careers Orientation Session or complete it online at: https://www.epcc.edu/Admissions/Orientation/community-wide-orientation
  4. Submit Specialized Admissions Application form and pay $ 10.00 fee.
  5. 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 how a repeat course (s) would impact their financial aid or veteran’s assistance.
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 Administrative Medical Assisting Certificate of Completion:**
- Math (PTSM), 350
- Reading (PTSR), 351
- Writing (PTSW), 350
- Essay (PTSE), 4

- 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 have to be completed at least 48 hours prior to ranking date.

**MANDATORY COURSES: (0) COURSES**
- This program does not identify mandatory courses.

**PRE-PROGRAM SPECIFIC REQUIREMENTS**
- There are no pre-program specific requirements for this program before ranking.

The Medical Assisting Technology AAS-MDCA, C2-MDCC and CI-MDMA programs are accredited by (CAAHEP) the Commission on Accreditation of Allied Health Education Programs, Address: 25400 U.S. Highway 19 North, Suite 158. Clearwater, FL 33763; Phone #: (727) 210-2350; Website: [www.caahep.org](http://www.caahep.org). Upon the recommendation of the Medical Assisting Education Review Board (MAERB).

**ADMINISTRATIVE MEDICAL ASSISTING PROGRAM COURSES**

Check 2019-2020 El Paso Community College Catalog for Prerequisites

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

Upon completion of the Medical Assistant Program coursework, the graduate is eligible to sit for the Certified Medical Assisting (CMA) Exam offered through the American Association of Medical Assistants organization (AAMA or Registered Medical Assisting (RMA) exam offered through the American Medicals Technologist (AMT) organization.

**ADDITIONAL INFORMATION**
- Official Ranking Dates: June 3, 2019 and November 6, 2019
- 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](https://www.epcc.edu/Admissions/Orientation/community-wide-orientation)
Students Are Responsible For The Following Requirements AFTER Accepting A Seat In The Program, And During The First Semester Of MDCA Courses. (Only if the student decides to pursue the completion of the 3-semester program).

- Must file a degree plan with the designated Health Counselor.
- **Background Check**- Each student must complete a background check prior to enrolling 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. You will receive a letter from the Dean of Health Career & Technical Education, Math & Science division to inform you of the status of your background check. Website: [http://www.elpasoex.com/](http://www.elpasoex.com/)  **NOTE:** If a student has not enrolled in a health-related program for one or more semesters, the student must redo the background check at his/her own expense.  

**NOTE:** A tracking system, COMPLIO, will assist students and coordinators alike to be compliant with immunizations, CPR, First Aid, physical, etc. All students participating in health programs must be part of the American Databank, in order to keep their clinical data in compliance and up-dated.

Background checks are required 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. [http://www.elpasoex.com/](http://www.elpasoex.com/)

There are two Levels of background checks: **Level I** applies to all students, and includes: (1) Social Security Number Verification. (2) Criminal Search 7 years minimum or up to five 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 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 two 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 any of the Health Programs.

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 a Professional Level.** Must be American Heart Association (AHA) CPR/BLS (only Health Provider training accepted). Military Training Network (AHA recognized) cards will be accepted. Hybrid AHA courses with live skills demonstration will be accepted. This must remain current throughout the course of the program (Certification may not be older than one year).
- **Community Wide Orientation** (Must be renewed every year). Website: [https://www.epcc.edu/Admissions/Orientation/community-wide-orientation](https://www.epcc.edu/Admissions/Orientation/community-wide-orientation)
- **First Aid Certification** (8-hour course from National Safety Council Course ONLY).
- **Health Care Insurance** (Evidence).  

**NOTE:** Mandatory Healthcare insurance is required for students doing clinicals at healthcare facilities. (A list of approved contracted health insurance companies will be provided for distribution and purchase once available).
- **HIPAA Training** (Must be renewed every year). Website: [https://www.epcc.edu/Academics/Health/hipaa](https://www.epcc.edu/Academics/Health/hipaa)
- **Immunizations and Titers** – The following must be completed.
  - **POSITIVE TITER required for Hepatitis B vaccination series of three and Titer** (can take 4-6 months to complete). If a student has started the Hepatitis B series by (June 3 and November 6) ranking deadline, he/she may be clear for ranking or registration with the understanding that the series have to be complete in a timely manner prior to starting clinical courses. Documentation of starting the series must be on file.
• Tuberculosis (TB) screening required annually. **NOTE: It is highly recommended to complete all TB skin testing prior to receiving the MMR and/or Varicella vaccines. MMR or Varicella vaccines could cause a false negative TB skin test result.

1. Individuals who previously tested negative, or have never tested, or are not sure if previously tested.
   a. Initial 2 Step TB Skin Test-Effective January 1, 2018 for all students/faculty new to health programs:
      I. Initial TB skin test (TST) administered and read 48-72 hours later.
      II. If initial TB skin test is negative, a second TST must be administered no sooner than 7 days and no later than 21 days after administration of the initial TST.
      III. If initial TB skin test is positive, DO NOT ADMINISTER a second TST Individual needs Chest X-ray and annual TB Assessment/Clearance (or equivalent document) from Health Care Provider.

2. TB Skin Test Positive (previously). Requires completed Annual TB Assessment/Clearance form.
   • POSITIVE TITER required for each two doses - Measles, Mumps and Rubella Vaccinations (MMR) (completed) and Titer.
   • POSITIVE TITER required for each two doses - Varicella Vaccination and Titer (completed).
   • Tetanus/Diptheria and Pertussis (TDAP) (completed) (expires after 10 years).
   • Influenza is required (done annually).
   • Meningitis 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 the 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 taken within the last five years). 

   (NOTE: If you have had the vaccination at an earlier date, you may start with a Titer, as the result will indicate if you need the vaccine. If you have not had the vaccination and after vaccination is applied, you must wait 4-6 weeks for immunity to show up on the TITER.)

   Visit Admission and Registration EPCC web page for additional information. Website: https://www.epcc.edu/Admissions/immunization-law

   • Liability Insurance (Professional Practice Insurance) is required for all clinical and selected laboratory courses. This fee is paid during the time of enrollment. Instructor may ask for proof of payment (your registration receipt) on the first day of class.

   • Physical Exam (current) completed by a Physician, Nurse Practitioner or Physician’s Assistant licensed in the United States (No older than two years). Website: https://www.epcc.edu/Administration/InstitutionalEffectiveness/PoliciesandProcedures/7.01.03.10.pdf#page=7

   • Physical Technical Standards form (completed).

   Website: https://www.epcc.edu/Administration/InstitutionalEffectiveness/PoliciesandProcedures/7.02.01.14.pdf

   • Program Orientation.

   • Specialized Equipment and/or Lab Supplies must be purchase at student’s expense in accordance with course syllabi. The program coordinator will provide detailed information.

   • Substance Abuse Screening will be required for each student enrolling in health career programs with clinical components. For further information, please ask a Health Counselor or call the program coordinator. ***NOTE: Students must re-take and pay for substance abuse test if test was taken three months prior to the first clinical education course. Website: http://www.elpasoex.com/

   • Uniforms: In accordance with course syllabi, students must purchase their own uniforms. The program coordinator will provide students with detailed information.

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

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

PROGRAM SPECIFIC MATERIAL SHOULD BE TURNED IN AS SOON AS COMPLETED TO: Norma Ornelas/MDCA Program Coordinator, RG Campus, room B-300 - Telephone # (915) 831-4157.

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 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 2018 and is subject to change without prior notice.