

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



HEALTH CAREERS AND TECHNICAL EDUCATION, MATH & SCIENCE Non-Specialized Admissions Program Information Guide

For

HEALTH INFORMATION MANAGEMENT MEDICAL TRANSCRIPTION CERTIFICATE (C2-MRMT) 2024-2025 Catalog

PROGRAM CONTACT INFORMATION

Program Coordinator: Jean Garrison, RHIA
Office Location: RG Campus, B-307A

Phone #: 915-831-4074
E-mail: jgarris2@epcc.edu

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

Phone #: 915-831-4030
Email: shajjar@epcc.edu

Medical Transcription-Program Counselor:

Office Location: RG Counseling Dept., 103 Montana Ave., 3rd floor

Guadalupe Marshall, Lead Counselor
Ricardo Lopez de Lara, Back-up Counselor

Phone #: (915) 831-4040
Phone #: (915) 831-4447

E-mail: gibarra@epcc.edu
E-mail: rlopezde@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=1040>

This program does not fall under Specialized Admissions Procedure, but it does require students to fulfill certain Program-Specific Criteria, General Requirements, Minimum set TSIA 2 scores, and Post-Acceptance Requirements. For more information contact a Health Career Counselor.

If Applicable, students must satisfy all of the following: General Requirements and Post-Acceptance Requirements

GENERAL REQUIREMENTS

- Prior to ranking, **the student must** submit all previous college/university official transcripts (transliteration of all foreign coursework required).
For online Transcripts Evaluation: sendtranscripts2@epcc.edu PDF with a password protection.
- 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 **TSIA2 Assessment Tests**.
 3. **Complete an online Health Careers Orientation** at: <https://www.epcc.edu/Admissions/Orientation/health-careers-orientation>
 4. **Submit Specialized Admissions Application** form, pay \$ 10.00 fee at any EPCC Cashiers' office, send receipt via email to specialized.adm@epcc.edu or hand carry to: VV Campus, 919 Hunter, Enrollment Services Center; Admissions and Registration Office.
 5. **A grade of a "C" or better is required for all academic and specialized courses listed under the degree plan.**
"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.

IF APPLICABLE-MINIMUM REQUIRED ASSESSMENT SCORES FOR TSIA 2

Some Medical Transcription Program students may need to take Developmental Courses based on their Placements Scores.

Test Area	Test Code	TSIA 2 Cut Scores
Math	PTMT	940
Reading & Writing	PTER	940
Essay	PTWE	6

- TSIA 2 Official Assessment scores are valid for two (2) years with the highest test score used for qualifying and ranking TSI 1 or TSIA 2 scores.
- Posting of TSIA 2 Assessment scores will take between 24 to 48 hours. Assessment Tests have to be completed at least 48 hours prior to ranking date. Contact a Health Counselor for advice.

PRE-PROGRAM SPECIFIC REQUIREMENTS

None at this time

In order 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.

C2 MRMT DEGREE PROGRAM COURSES

Check 2024-2025 El Paso Community College Catalog for Prerequisites

First Semester

HITT 1205 Medical Terminology I
MRMT 1307 Medical Transcription I
MRMT 1370 Introduction to Medical Transcription
SCIT 1407 Applied Human Anatomy and Physiology I

Second Semester

HITT 2331 Medical Terminology-Advanced
HITT 2430 Pathophysiology and Pharmacology Prerequisite: BIOL 2404 OR SCIT 1407
MRMT 2433 Medical Transcription II
MRMT 2462 Clinical-Medical Transcription/Transcriptionist I

Third Semester (Summer)

MRMT 2357 Advanced Medical Transcription
MRMT 2463 Clinical-Medical Transcription/Transcriptionist II

NOTE: The Medical Transcription Certificate of Completion is a flexible, distance learning, internet-based program. Upon successful completion, graduates can take the Registered Medical Transcription (R.M.T.) examination administered by the Association for Healthcare Documentation Integrity.

ADDITIONAL INFORMATION

- Program Begins-Fall.
- 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>
- Online additional program-specific and career information: <https://www.epcc.edu/Academics/Health>
- Visit our website: <https://www.epcc.edu/Academics/Health/medical-transcription>

POST-ACCEPTANCE REQUIREMENTS

(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). 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 the designated Health Counselor.
 - **Background Check-** (fee is required) Each student must complete a background check prior to enrolling in clinical courses. 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: <http://www.elpasoex.com/>. Only background checks from American Databank are accepted. **You will receive a letter from the Dean of Health Career and Technical Education, Math & Science division to inform you of the status of your background check. The student will not be able to go to the clinical areas/health care facilities until cleared.**
- 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, for further information, please ask a Health Counselor or call the Program Coordinator.

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 I** 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. 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.

- **Community Wide Orientation** - Conducted online: <https://www.epcc.edu/Admissions/Orientation/community-wide-orientation> (must be renewed every year).
- **CPR** - American Heart Association (AHA) CPR/BLS (only Health Provider training accepted) card from AHA. Military Training Network (AHA recognized) cards will be accepted. Hybrid AHA courses with live skills demonstration will be accepted. CPR card must remain current throughout the course of the program (Certification may not be older than two (2) years).
- **Health Care Insurance** (evidence). 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** - Conducted online: <https://www.epcc.edu/Academics/Health/hipaa> (must be renewed every year).
- **Immunizations and Titters** – 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 ranking deadline **if applicable**, he/she may be clear for ranking or registration with the understanding that the series have to be completed 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 any and 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, 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, the 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 TST is positive, DO NOT ADMINISTER the 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/Diphtheria and Pertussis (TDAP) vaccine (completed, expires after 10 years).**
 - **Influenza vaccine 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 administered 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.

➤ **COVID-19 Vaccine may be required**

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

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 updated. If you have any questions contact your Program Coordinator at: jgarris2@epcc.edu

COMPLIO Link: <https://www.epcc.edu/Academics/Health/Documents/Background Check Substance Abuse Testing.pdf>

Follow below example when inputting your Program required documents; students can find this information under the "Requirement Explanation" button.

DataBank Upload Documents Video Tutorials Place Order

ime: 2121 **Immunization/Compliance** Background Screening

Overall Compliance Status **Not Compliant** (13/14 Compliant) View Subscription (371 Days Left)

Compliance Category/Item (Expand / Collapse) Requirement Explanation

To begin, click Enter Requirements below

Required Compliance Category	Enter Requirements	Approved
<p>MMR</p> <p>Measles Titer</p> <p>Submitted Date: 1/25/2021</p> <p>Submitted Data</p> <p>Document: 1 document(s)</p> <p>Date: 11/18/2020</p> <p>Submitted Comments</p> <p>Administrator's Comments</p>	+	Meets Requirements

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- **Current Physical Examination** completed by a Physician, Nurse Practitioner or Physician's Assistant licensed in the United States (Not older than one year). Website: [FFAA-1.pdf \(epcc.edu\)](#)
- **Physical Technical Standards Form** (completed): <https://www.epcc.edu/Administration/InstitutionalEffectiveness/PoliciesandProcedures/FB-8.pdf>
- **Professional Practice Insurance** (Liability 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.
- **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/>
- **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.

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 2023 and is subject to change without prior notice.

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