

Nash Community College Medical Assisting Program A45400

Revised May 2021

The Medical Assisting program has admission requirements beyond those necessary for general admission to the college. A separate MED program application is required after acceptance to the College. Refer to page 3 for the program's application, admission requirements and procedures.

The deadline for completion of all application eligibility requirements is June 30 each year for admission consideration to the fall MED cohort.

In the event more applications are received by the June 30 deadline than the number of available seats in the MED program, the admission process becomes competitive and all applicants will be invited to take HESI Admission Assessment Exam. For information on the HESI-A2, visit <https://evolve.elsevier.com/studentlife/pdf/HESI-A2.pdf>

PROGRAM ADVISING

Faculty advisors for the Medical Assisting program are available to assist you in meeting your educational goals. For general information regarding the program or assistance in selecting and registering for courses while preparing to apply to the program, contact the Health Sciences Advising Center at healthsciencesadvising@nashcc.edu or drop in at the Advising Center (upstairs in the library) between 9:00AM and 4:00PM Monday – Thursday and 9:00AM – 12:00PM Friday. For questions regarding the MED program application process, to determine whether the eligibility requirements have been met or to receive a MED Program application, contact the Health Sciences Admissions Coordinator at healthsciencesadmissions@nashcc.edu, 252-451-8390, or Bldg. B-2130.

GENERAL INFORMATION

Nash Community College's Medical Assisting Program is a five-semester curriculum (AAS) or a three semester (Diploma) program that prepares the student for a career as a Medical Assistant through classroom, laboratory, and clinical education. The Medical Assisting curriculum prepares multi-skilled health professionals qualified to perform administrative, clinical, and laboratory procedures. Course work includes instruction in scheduling appointments, coding, and processing insurance accounts, billing, collection, computer operations, assisting with examinations/treatment, performing routine laboratory procedures, electrocardiography, supervised medication administration, and ethical/legal issues associated with patient care. The Nash Community College Medical Assisting program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP). Graduates of CAAHEP accredited Medical Assisting programs are eligible to apply to take the American Association of Medical Assistants' Certification Examination to become Certified Medical Assistants. Employment opportunities include physicians' offices, health maintenance organizations, health departments, and hospitals.

MEDICAL ASSISTING PROGRAM GOAL

Nash Community College Medical Assisting Program goal is to prepare medical assistants who have the knowledge, skills, and professional behavior necessary to perform competently in entry-level positions in the surrounding community, and who are prepared to successfully complete the certifying examination of the American Association of Medical Assistants.

EXPOSURE RISK IN HEALTH CARE PROFESSIONS

Students are at risk for exposure to blood and body fluids that may be contaminated with the hepatitis B virus, hepatitis C virus, human immunodeficiency virus (HIV), and other potentially harmful or contagious pathogens while in the clinical setting. Information about bloodborne pathogens and how to protect against associated risks of exposure will be taught before the student's first clinical experience. Education on bloodborne pathogens and standard precautions may also be a part of the student's orientation to a clinical facility. It is important for students to always follow standard precautions to minimize the risk of exposure in a clinical setting.

CRIMINAL BACKGROUND AND DRUG SCREEN POLICY

Criminal background checks and drug screens are not required for admissions to the Medical Assisting program. However, students can expect to submit to criminal background checks (state and/or federal, which may also include fingerprint, sex offender index, social security verification, and health care fraud and abuse) and drug screens in order to meet regulatory criteria of facilities participating in the clinical education component of the Medical Assisting program once admitted to the program. The Medical Assisting faculty recognizes and is fully supportive of clinical facilities mandating criminal background checks and/or drug screens on students in the program.

If a clinical facility prohibits a Medical Assisting student from participating at the facility based on the results of a criminal background check and/or drug screen, the student *will be dismissed* from the Medical Assisting program. No alternative clinical experience will be arranged on behalf of the student, resulting in the inability of the student to meet the curriculum requirements of the program. Students are encouraged to follow due process procedures described in the Medical Assisting program *Student Handbook* should they feel ineligibility was determined as a result of false or inaccurate information.

Students can expect to absorb all costs related to criminal background checks and/or drug screens. Specific procedures will be provided to students in the Medical Assisting program upon acceptance and enrollment. Students should also expect to submit to a criminal background check, at their own cost, when seeking eligibility for state licensure.

CLINICAL EDUCATION EXPECTATIONS

The Medical Assisting program requires UNPAID clinical learning experiences in the second year of the program. Clinical facilities are located throughout Eastern NC. Students can expect to have additional costs for uniforms, meals and travel or housing to complete the clinical components of the Medical Assisting curriculum. Reliable transportation is critical!

Clinical Eligibility

Students are assigned to facilities that have a current clinical education agreement with the Medical Assisting program at Nash Community College. If an assigned clinical facility prohibits a student in the Medical Assisting program from participating in or completing the clinical learning experience, no alternative clinical experience will be arranged on behalf of the student. This will result in the student being unable to meet the curriculum requirements of the Medical Assisting program and, ultimately, being dismissed from the program. Examples (not inclusive) of situations, which may lead to a clinical facility's decision to prohibit or terminate a student's clinical experience, are:

1. Results of a background check or drug screen (including all forms listed in the Criminal Background Check and Drug Screen policy);
2. Inability to demonstrate current HealthCare Provider CPR, physical examination, and immunizations (including annual influenza immunization)
3. Issues surrounding a student's previous employment at the facility;
4. Significant concerns or issues identified by representatives of the clinical facility relating to the unsafe, unethical, illegal, or generally unprofessional conduct of a student;
5. Non-adherence to the facility's personnel and dress code policies, which includes the appearance or visibility of body art and piercings.

ACADEMIC REGULATIONS

In addition to the general institutional academic policies described in the *College Catalog*, the Medical Assisting Program adheres to the following standards:

1. A minimum grade of C or S (satisfactory) is required on all non-MED prefix courses in order for them to be accepted for credit in the Medical Assisting program.
2. A minimum grade of B or S (satisfactory) is required on all MED prefix courses in order for them to be accepted for credit in the Medical Assisting program.
3. A grade below B or a U (unsatisfactory) on any MED prefix course, or failure to complete any non-MED prefix courses required after admission into the program is grounds for dismissal. Readmission at the point of interruption is not guaranteed. Refer to the Readmission Policy for specific details.
4. The student must maintain a 2.0 or greater GPA to remain eligible for a seat in the program

**Admission Procedures
Medical Assisting Program A45400**

STEP 1. NASH COMMUNITY COLLEGE APPLICATION

Applicants must complete the general admissions application to Nash Community College by **June 21st** either online at www.nashcc.edu or on campus at Student and Enrollment Services. The application process includes submission of high school and all post-secondary transcripts required for program admission as described in the *College Catalog found at <https://www.nashcc.edu/courses-programs/academic-catalog>*.

STEP 2. MEDICAL ASSISTING APPLICATION PROCESS

- A. Applicants must submit a Medical Assisting program application to the Health Sciences Admissions Coordinator by June 30th for consideration for admissions in the following fall semester (August). *To be eligible for a program application, the student must meet the following criteria:*
 - a. Students must be eligible for enrollment in ENG 111.
 - b. Students must demonstrate placement out of, or completion of DMA 010 through DMA 060.
 - c. The student's overall grade point average must meet or exceed 2.000.
- B. In the event more applications are received by the June 30 deadline than the number of available seats in the MED program, the admission process becomes competitive and all applicants will be invited to take the HESI Admission Assessment (HESI A2). Testing is offered at Nash Community College and allowed once per calendar application period. Test scores are valid for two years. Students are required to pay the exam fee to sit for the HESI A2. Picture ID is required at the testing site. Nash Community College will only accept HESI A2 composite percentage scores directly transferred from HESI. **Medical Assisting students should not take the HESI A2 test until after the application deadline.**

STEP 3: DETERMINATION OF ADMISSION STATUS

The maximum number of students accepted into the program each August is 24. In the event more than 24 applications are submitted, applicants will be ranked by the Admissions Coordinator and selected for admission based upon the HESI - A2 composite percentage score, with a possible 7 additional points for a total ranking score based on the following:

Criteria by the program application deadline date June 30th	Points
BIO 163 Anatomy & Physiology I (or BIO 168 AND BIO 169) completed with a grade of C or higher	2 points
MAT 143 Quantitative Literacy (or MAT 171 Precalculus Algebra) completed with a grade of C or higher	2 points
Awarded certificate or diploma in any Health Care discipline or a degree (Associate, Bachelor, etc.) in any field	2 points
Nash CC Current Enrollment during Spring semester	1 point

Applicants will receive written notification of their conditional admission status prior to the extended registration period for fall semester. Program correspondence will occur through the Nash Community College student e-mail.

Applicants notified of conditional admission must return the Intent to Enroll and Technical Standards form to the Admissions Coordinator by the established deadline for final acceptance into the MED Program.

Within the first semester of the program, accepted students must be prepared to submit the following:

1. Evidence of a physical examination from no earlier than one year prior to the Clinical Practicum, which takes place during the third semester of program (May-July). A form provided by the College will be available from the Medical Assisting Practicum Coordinator.
2. Complete immunization requirements in accordance with North Carolina Law as well as recommended or required immunizations for students working in the health care environment.
3. Evidence of current American Heart Association (AHA) Basic Life Support (BLS) Provider CPR Certification
4. Evidence of current health insurance coverage, which must remain effective through completion of clinical learning experiences.

In the event that the ranking process results in the same ranking score for more than one student to be offered a seat, priority will be given first to a student currently attending NCC, then the highest overall GPA.

Curriculum Sequence Checklist 2019
Medical Assisting Diploma (D45400) and Associate in Applied Science (A45400)

First Year Fall Semester Courses	Prerequisites	Class Hours	Lab Hours	Clin. Hours	Credit Hours
ACA 122 College Transfer Success	None	0	2	0	1
BIO 163 Basic Anatomy & Physiology	None	4	2	0	5
ENG 111 Writing and Inquiry	DRE 098	3	0	0	3
MED 110 Orientation to Medical Assisting	Adm. to MA program	1	0	0	1
MED 130 Admin Office Procedures I	Adm. to MA program	1	2	0	2
OST 141 Med Term I-Medical Office	None	3	0	0	3
OST 149 Medical Legal Issues	None	3	0	0	3
Semester Total					18
Spring Semester					
MED 131 Admin. Office Procedures II	MED 110, MED 130, ACA 122, BIO 163, ENG 111, OST 141, OST 149	1	2	0	2
MED 140 Exam Room Procedures I	MED 110, MED 130, ACA 122, BIO 163, ENG 111, OST 141, OST 149	3	4	0	5
MED 150 Laboratory Procedures I	MED 110, MED 130, ACA 122, BIO 163, ENG 111, OST 141, OST 149	3	4	0	5
OST 142 Med Terms II Medical Office	OST 141	3	0	0	3
PSY 150 General Psychology	None	3	0	0	3
Semester Total					18
Summer Semester***					
MED 260 MED Clinical Externship	MED 131, MED 140, MED 150, OST 142	0	0	15	5
MED 262 Clinical Perspectives	MED 131, MED 140, MED 150, OST 142	1	0	0	1
Semester Total					6
*** Diploma requirements met at completion of this semester – 42 total hours					

Second Year Fall Semester Courses	Prerequisites	Class Hours	Lab Hours	Clin. Hours	Credit Hours
MED 240 Exam Room Procedures II	MED 260, MED 262	3	4	0	5
MED 270 Symptomatology	MED 260, MED 262	2	2	0	3
MAT 143 Quantitative Literacy	DMA 010, 020, 030, 040, 050, DRE 098	2	2	0	3
OST 148 Medical Coding, Billing, & Insur.	None	3	0	0	3
Semester Total					14
Spring Semester					
COM 110 Intro to Communication	None	3	0	0	3
*Hum/FA Humanities/Fine Arts Elective	Course dependent	3	0	0	3
MED 272 Drug Therapy	MED 240, MED 270, MAT 110, OST 148	3	0	0	3
MED 274 Diet Therapy/Nutrition	MED 240, MED 270, MAT 110, OST 148	3	0	0	3
OR					
OST 247 Procedure Coding	OST 141	2	2	0	3
AND					
OST 248 Diagnostic Coding	OST 141	2	2	0	3
Semester Total					12-13
Total Hours for Diploma Graduation					42
Total Hours for Associate Degree Graduation					68-71

*HUM/FA Elective (Select 1 course from the following): ART 111, ART 114, ART 115, DRA 111, ENG 231, ENG 232, ENG 233, ENG 241, ENG 242, ENG 261, ENG 262, HUM 110, HUM 115, HUM 120, HUM 130, HUM 150, HUM 160, HUM 180, HUM 211, HUM 212, MUS 110, MUS 112, PHI 215, PHI 220, PHI 230, PHI 240, REL 110, REL 211, REL 212

ESTIMATED PROGRAM COSTS

Nash Community College tuition and fees are set by the State Board of Community Colleges and the North Carolina General Assembly and are subject to change without notice. College tuition and fees are detailed at <https://www.nashcc.edu/admissions/tuition-and-fees>. Additional Medical Assisting program-related costs for the 2021-2022 academic year are displayed below:

HESI Admission Exam	\$ 48.00
Health Science Fee	\$ 10.00 / semester
Books, year one (Diploma Program)	\$ 900
Background & Drug Screen check	\$ 140
Clinical Attire and equipment	\$ 250
AAMA Certification Exam	\$ 125

Please note this information is intended for estimated cost only and is subject to change without notice.

FINANCIAL AID

Nash Community College makes every effort to provide financial assistance, where need exists, for students whose primary goal is to acquire post-secondary education. The NCC *College Catalog* details the Financial Aid process and types of aid available.

Department of Education regulations dictate to colleges what criteria must be met before financial aid awards from federal and state funds can be disbursed. One such criterion includes the requirement that late starting classes have proper attendance documentation before funds can be disbursed. Distribution of financial aid awards will be adjusted for late start classes.

Pell grant funds are distributed based on the number of credit hours enrolled/attending at a time. Student loan fund disbursements require a student to be enrolled/attending six (6) credit hours for loan dollars to be disbursed. All student loan funds will be awarded once the six (6) credit hour stipulation is attained.

More detailed information concerning financial aid is available from the College's Financial Aid Office at 252-451-8404 or by sending an email to nccfinancialaid@nashcc.edu.

Please note: Students are responsible to secure funds for the purchase of and program related expense (uniforms, criminal background checks, drug screens, and physical and immunization requirements) before the distribution of financial aid funds.

Nash Community College does not unlawfully discriminate in offering equal access to its educational programs and activities or with respect to employment terms and conditions on the basis of an individual's race, color, national origin, sex, sexual orientation, gender, gender expression, gender identity, genetic information, disability, age, religion, or veteran status.

READMISSIONS POLICY

The following policy describes the conditions under which a student who exits the Program without satisfying all of its requirements may return to the Program to resume progress toward the Diploma in Medical Assisting or the Associate in Applied Science in Medical Assisting degree.

1. A student who fails to complete the MED program as scheduled may reapply to the program by meeting the admissions criteria that are in effect at the time of reapplication.
2. Re-entry into the program is not guaranteed and will be considered on a case-by-case basis considering the point of re-entry, the number of currently enrolled students at the point of re-entry, and space availability for confirmed clinical education learning experiences.
3. The student will be required to demonstrate retention of knowledge and skills in MED technical courses by successfully completing both a written proficiency examination and laboratory competency examination for each prerequisite course to the point of re-entry, regardless of an original passing grade for the course.
4. A student dismissed from the program as a result of inappropriate internet use; misconduct or unprofessional behavior during on- and off-campus learning activities; non-adherence to laboratory safety and clinical education policies; or significant concerns in regard to clinical expectations for safety, ethical, and legal standards *will not be considered for re-entry to the MED program or subsequent admissions to any health sciences program at Nash Community College.*

TRANSFER OF CREDITS POLICY

The Medical Assisting program at Nash Community College accepts transfer of credits for MED technical courses from institutions within North Carolina provided that the medical assisting program at the college at which the credits were earned was accredited by the Commission on Accreditation of Allied Health Education Programs at the time the courses were taken. Credits earned at another institution, whether MED core courses or general education courses, must meet the same grade standards as courses taken at Nash Community College in order to apply toward the Diploma or Associate in Applied Sciences in Medical Assisting.

The Medical Assisting program does not give credit for experiential learning toward the Diploma or Associate in Applied Sciences in Medical Assisting.

The Medical Assisting program accepts Advanced Placement credit for English (ENG 111) and Psychology (PSY 150) toward the Diploma or Associate in Applied Sciences in Medical Assisting as described in the Nash CC Academic Catalog. Advanced Placement credits are not accepted for any other courses required for the Diploma or Associate in Applied Sciences in Medical Assisting.

An applicant who wishes to transfer successfully completed MED technical courses required for the Diploma or Associate in Applied Sciences in Medical Assisting from another CAAHEP accredited program may be considered for entry to the program by meeting the admissions criteria that are in effect at the time of application with the following considerations:

1. Transfer into the program is not guaranteed and will be considered on a case by case basis considering the point of entry, the number of currently enrolled students at the point of entry, and space availability for confirmed clinical education learning experiences.
2. Applicants will be required to demonstrate retention of knowledge and skills for MED technical courses previously completed if more than one year has elapsed since completion of the course. Retention will be demonstrated by successfully completing both a written proficiency examination and laboratory competency examination for each course to the point of re-entry regardless of an original passing grade for the course.
3. Per Nash Community College Graduation Requirements, a minimum of 25 percent of the required semester credit hours of the Diploma or Associate in Applied Sciences in Medical Assisting must be earned at Nash Community College.

PROGRAM OUTCOMES

Medical assistants graduating from programs accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) will demonstrate critical thinking based on knowledge of academic subject matter required for competence in the profession. They will incorporate the cognitive knowledge in performance of the psychomotor and affective domains in their practice as medical assistants in the areas of:

- Foundations for Clinical Practice
- Applied Communications
- Medical Business Practices
- Medical Law and Ethics
- Safety and Emergency Practices

CAAHEP identifies three hundred forty-four specific cognitive, psychomotor, and affective competencies in the areas listed above that graduates will achieve. A complete list of these competencies is found in the Medical Assisting Student Handbook issued to incoming Medical Assisting students.

GRADUATE OUTCOMES

MED Graduate Outcomes		%	5-Year Average (Aug. 2015 – Dec. 2020)
Program Completion	Admission Year 2018	62.5%	72.29%
AAMA Certification Exam Pass Rate	Graduation Year 2018	80%	91.49%
Job Placement	Graduation Year 2018	76.19%	80.65%

TECHNICAL STANDARDS (ESSENTIAL FUNCTIONS) OF THE MEDICAL ASSISTING STUDENT

Students enrolled in the Medical Assisting Program at Nash Community College must demonstrate competence in various intellectual, physical, and social areas. The Americans with Disabilities Act (ADA) ensures qualified applicants to public institutions the ability to pursue program admissions, however, the applicant must meet essential requirements. All students admitted to the Medical Assisting Program will be held to the same standards with or without reasonable accommodations. The following functions are considered essential requirements for admission, retention and graduation in Nash Community College's Medical Assisting Program. The purpose of these functions is to ensure Medical Assisting students provide safe, competent, and timely patient care.

Physical and Emotional Standards:

Medical Assisting students should possess and be able to demonstrate the following:

1. **Interpersonal Skills** – Interpersonal abilities sufficient to interact with individuals, families, and health care professionals from a variety of emotional, cultural and intellectual backgrounds. For example, the Medical Assisting student shall establish rapport with patients and the health care team members.
2. **Communication Skills** – Communication abilities sufficient for interaction with others in verbal and written form. Verbal communication must be clear and easily understood. For example, the Medical Assisting student shall interview patients to obtain an accurate medical history.
3. **Cognitive Abilities:** - Ability to be oriented to time, place, and person; organize responsibilities, and make decisions. For example, the Medical Assistant shall recognize emergency situations and be able to take effective and appropriate action.
4. **Mobility** – Physical abilities sufficient to move from room to room and maneuver in small spaces, stand and walk for extensive periods of time. For example, the Medical Assistant may make repeated trips from reception area to patients' rooms.
5. **Motor Skills** – Gross and fine motor abilities sufficient to provide and assist with procedures safely. For example, the Medical Assisting student must be able to support patients when ambulating and assist patients in and out of a wheelchair and on and off an exam table.
6. **Hearing** – Auditory ability sufficient to monitor health needs of patients/clients. For example, the Medical Assisting student shall monitor alarms, emergency signals, and patient requests.
7. **Visual** – Visual ability sufficient to perform medical procedures and for observation skills necessary in Medical Assisting duties. For example, the Medical Assistant student must be able to read instruments, scales, charts and graphs, prepare and maintain medical records, and observe the position of a needle bevel for injections and venipuncture.
8. **Tactile** – Tactile ability sufficient to manipulate medical tools and equipment and carry out medical procedures. For example, the Medical Assisting student shall identify by touch potential sites for venous punctures and distinguish between veins and other subcutaneous structures.