



Medical Assisting Certificate

Information and Application Packet 2018-19

Program Description

The medical assisting program is designed to prepare the student for entry-level employment as a medical assistant. “The curriculum is designed to prepare competent entry level medical assistants in the cognitive (knowledge), psychomotor (skills) and affective (behavior) learning domains” (Commission on Accreditation of Allied Health Education Programs). The program is designed to coordinate classroom and laboratory experience with practical experience in a healthcare facility such as the physician’s office. Medical assistants are multi-skilled allied health professionals who perform a wide range of roles in physicians’ offices, clinics and other healthcare settings. They are proficient in a multitude of clinical and administrative tasks and are widely viewed by doctors as vital members of the healthcare delivery team.

- Classes are offered during the day with some courses offered in the evening on a limited basis. Most classes generally meet one or two days per week at the Radcliff Center campus in Garden City.
- In addition to classroom and laboratory experience, the program includes an office practicum in a healthcare facility.
- Students who successfully complete all program courses qualify for a Certificate of Program Completion and are eligible to take the Certified Medical Assistant (CMA) examination conducted by the certifying board of the American Association of Medical Assistants.
- The Medical Assisting program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Medical Assisting Education Review Board (MAERB).

Application Requirements

The Medical Assisting (MA) Program requires an application (attached to the end of this packet). To be admitted to the program the student must complete the following:

1. Apply to Schoolcraft College	Apply to Schoolcraft College on-line at www.schoolcraft.edu
2. Transcripts	It is recommended you request official undergraduate transcripts from <u>all</u> colleges and universities previously attended. Transcripts must be sent directly from the issuing college or university to Schoolcraft College. To confirm that transcripts have been received, contact the Answer Center at 734-462-4426.
3. Counseling and Assessment	This program requires minimum assessment levels or course work in the areas of math, reading and writing. Students need to meet with an academic advisor or counselor to develop an academic plan. They can determine if an assessment test is necessary and if foundation courses are needed. Students with prior college level work or a degree may be exempt from placement testing. Students who have submitted SAT or ACT scores that are less than three years old to the Admissions and Welcome Center may also be exempt from assessment testing. Contact the Counseling/Advising Office at 734-462-4429 to make an appointment.
4. College Prerequisite Coursework	Complete BIOL 105 or equivalent. Complete Basic Anatomy and Physiology with a grade of 2.0/C or better. Complete HIT 104 or equivalent. Complete Medical Terminology with a grade of 2.0/C or better.
5. Cumulative GPA	Attain a cumulative grade point average at Schoolcraft of <u>2.0/C</u> or better
6. Apply to Medical Assisting Program	Submit the attached Medical Assisting Restricted Enrollment Program Change Form to the Registration Center with appropriate signatures.

Open/Supporting Courses

Admission to the Medical Assisting Program is not necessary to register for the courses listed below. The following courses are open to all Schoolcraft students who have met the course prerequisite (see the College Catalog).

CIS 120	Software Applications (with a grade of 2.0/C or better)
BIOL 105	Basic Human Anatomy and Physiology (with a grade of 2.0/C or better)
HIT 104	Medical Terminology (with a grade of 2.0/C or better)
HIT 114	Pharmacology for Health Professionals (with a grade of 2.0/C or better)
MA 115	Phlebotomy (with a grade of 2.0/C or better)
MA 134	Medical Insurance Coding (with a grade of 2.0/C or better)
MA 140	Medical Office Procedures (with a grade of 2.0/C or better)
MA 155	Medical Insurance Billing (with a grade of 2.0/C or better)

Estimate of Tuition and Fees

Medical Assisting Certificate			
Certificate Program (35 credit hours)			
	<u>Resident</u>	<u>Non-Resident</u>	<u>Out of State</u>
Tuition:	\$ 3,780.00	\$ 5,495.00	\$ 8,085.00
Registration Fees:	\$ 172.00	\$ 172.00	\$ 172.00
Service Fees:	\$ 245.00	\$ 245.00	\$ 245.00
Instructional Equipment Fees:	\$ 315.00	\$ 315.00	\$ 315.00
Infrastructure Fees:	\$ 245.00	\$ 245.00	\$ 245.00
Course Fees:	\$ 1,005.00	\$ 1,005.00	\$ 1,005.00
Additional Expenses (Approximate):			
Hepatitis B Vaccine (\$150.00)	\$ 705.00	\$ 705.00	\$ 705.00
Application Fee for Certification Exam (\$235.00 optional)			
Miscellaneous expenses for clinical affiliation (\$300.00)			
Liability Insurance (\$20 per fiscal year)			
TOTAL	\$ 6,467.00	\$ 8,182.00	\$10,772.00
The above figures are based on 2017-2018 rates and are subject to change. A Resident student is one whose legal residence is in the school District of Clarenceville, Garden City, Livonia, Northville, Plymouth-Canton or parts of Novi. All other students are Non-Residents or Out-of State. Estimate of textbooks not included.			

For more information about our graduation rates, median debt of students who have completed the program, and other important information, please visit our website: <http://www.schoolcraft.edu/GE/MedicalAssist/51.0710-Gedt.html>

Note

Requirements for admission to the Medical Assisting Certificate are subject to change at any time. Please contact the Admissions and Welcome Center for updates of any applicable changes:

Phone: (734) 462-4683

Fax: (734) 462-4552

E-mail: admissions@schoolcraft.edu

Web: www.schoolcraft.edu

It is the policy of Schoolcraft College that no person shall, on the basis of race, color, national origin, gender, age, marital status, creed, or handicap, be excluded from participating in, be denied benefits of, or be subject to discrimination during any program or activity or in employment.



Medical Assisting Program

Restricted Enrollment Application 2018-2019

The Medical Assisting Program requires a Restricted Enrollment Program Change form. To begin this program, students must complete the following with a counselor or academic advisor and submit a Restricted Enrollment Program Change Form to the Registration Center.

ASSESSMENT *the minimum Assessment Scores listed below or successfully complete appropriate developmental courses to improve your skills. Assessment Test Scores are valid for up to three years.*

Student:

- has submitted SAT or ACT scores is exempt from assessment
 has taken the CPT

Minimum Scores:	<i>CPT</i>	<i>ACT</i>	<i>new SAT</i> (March 2016)
English/Writing	51 +	15 +	22+
Reading	57 +	15 +	22+
Math	60 +	16 +	22+

PROFICIENCY

Student:

- has met minimum **English** score or ⇒ has successfully completed ENG 050 or higher with a 2.0/C or better
 has met minimum **reading** score or ⇒ has successfully completed COLLS 050 or higher with a 2.0/C or better
 has met minimum **math** score or ⇒ has successfully completed MATH 045 or higher with a 2.0/C or better

BIOL 105 or equivalent. Complete Basic Anatomy and Physiology with a grade of 2.0/C or better. You may complete an equivalent college course to satisfy this requirement.

Student:

- has successfully completed BIOL 105 (2.0/C or better) or ⇒ has successfully completed _____ at _____ with a grade of _____

HIT 104 or equivalent. Complete Medical Terminology with a grade of 2.0/C or better. You may complete an equivalent college course to satisfy this requirement.

Student:

- has successfully completed HIT 104 (2.0/C or better) or ⇒ has successfully completed _____ at _____ with a grade of _____

CUMULATIVE COLLEGE GPA Attain a 2.0 or better cumulative grade point average at Schoolcraft College.

Student:

- has a cumulative GPA of 2.0 or better.

Counselor/Advisor Signature: _____ **Date:** _____

Student Signature: _____ **Date:** _____

Medical Assisting Program Notification Form

All students entering the Medical Assisting program must complete this form verifying they have read and understand the information contained herein.

SECTION 1: To be completed by student

Demographic information on this application must match the information on record in the Registrar's Office at Schoolcraft College

Name

Last (Family Name)

First

Middle

Former (If Applicable)

Address

Number

Street

Apt.

City

State

Zip + 4 Digit Code

Day Phone

() _____

Evening Phone

() _____

Email

Birth Date

Month / Day

Student Number

Social Security Number

Last four digits

SECTION 2: MA 195 – Office Practicum

Students *will be* required to complete the following for MA 195 – Office Practicum:

- Criminal History Check Clearance. Generally, convictions or pleas of guilt to a felony will prevent you from sitting for the CMA (AAMA) Exam.**
- Medical Clearance / Drug Screen.** Physical and test expires after 12 months.
- Maintain a cumulative grade point average at Schoolcraft College of 2.0 or better**
- Required Immunizations**
 - **Two MMR** vaccinations (Measles, Mumps, Rubella) – one as a child – one as an adult or Titer showing immunity for ALL of the above.
 - **Hepatitis B** vaccination or Titer – (series must be started prior to clinical) or a signed Vaccination Declination Form.
 - **Flu Shot** – must have annual vaccination.
 - **Tetanus/Diphtheria/Pertussis (TDAP)** – must have received a TDAP within the past 7 years.
 - **Two-step TB Test** – TB test expires after 12 months. The student's TB test cannot expire before the end of class and/or when clinical will be completed.
 - **Chicken Pox** – 2 Varicella vaccinations given 1 month apart and/or a laboratory Titer verifying immunity.
NOTE: we are no longer accepting history of chicken pox as evidence of immunity.

Required forms may be obtained from the Radcliff Administrative Office.

MA 175 and MA 180 are offered in the fall and winter semesters. Prerequisites are enforced. Students may have to wait additional semesters for an available seat in the class after being accepted into the program. These courses must be completed within six months of registering for MA 195 or they will have to be repeated.

✕ _____

Student Signature

_____ Date

SECTION 3: To be completed Counselor/Advisor

Semester to Take Effect: Fall ____ Winter ____ Spring ____ Summer ____

× _____
Counselor/Advisor Signature Date

× _____
Student Signature Date

RETURN TO:

Administrative Office (RC 625)
Schoolcraft College – Radcliff
1751 Radcliff Street
Garden City, MI 48135
Phone: 734-462-4770

DATE RECEIVED:



Restricted Enrollment Program Change Form

Please Print:

Student Name: _____
Last First Middle Initial

Student Number: _____ or Social Security Number (last four digits) _____

Month and Day of Birth ____/____

Current Academic Program Name: _____

Current Academic Program Number: _____

New Academic Program Name: Medical Assisting

New Academic Program Number: 1YC.00026

Semester to Take Effect:

Summer _____
(year)

Fall _____
(year)

Winter _____
(year)

Spring _____
(year)

~~Signature~~ Counselor/Advisor Signature: _____ Date: _____

~~Signature~~ Student Signature: _____ Date: _____

Return to:
Schoolcraft College
Registration Center
McDowell Center Room 130
18600 Haggerty Road, Livonia, MI 48152
Phone: 734-462-4426