

Medical Assisting Program

Admissions Requirements

Dear Prospective Student,

Thank you for your interest in the only AAS Medical Assisting Program in Middle Tennessee. This packet will introduce you to the Volunteer State Community College Associate of Applied Science Degree, Medical Assisting option. This program consists of one semester of general education plus three semesters of Medical Assisting technical courses. Upon graduation, students will be eligible to take the Certified Medical Assisting National Board Exam.

Medical Assisting is wonderful career wherein it is one of the fastest growing fields in healthcare. With past history working in this field, students have been offered jobs weeks prior to completion of the Program.

A Medical Assistant works under the direction of physicians, nurse practitioner, or physician assistants. Duties include but not limited to, taking patient histories, vitals, EKG, injections, lab testing, assisting in minor surgery, bladder ultrasounds, and performing a variety of technology-based diagnostic testing and patient services. You will be cross-trained to perform duties in just about any part of the office to also include, front desk, phone triage and insurance.

After reviewing the enclosed information, hopefully any additional questions will be answered. If you would like to tour our Program facilities on campus, please contact me at christina.nagy@volstate.edu to set up a time. Additionally, I have listed a helpful website for more information on this broad career. The link will show you who we will be accredited through.

www.aama-ntl.org

If you are already a Vol State student, you may apply for the program by completing the "Application Form". There is also commonly asked questions listed below for review along with sequencing of courses and the process for application to the program.

I look forward to meeting you and helping you in your pursuit of this awesome profession.

Sincerely,

Christina Nagy, Program Director
Volunteer State Community College
Health Sciences Division
400 Building, Office 104-B
Gallatin, TN 37066
Office: 615-230-4796 Fax: 615-230-3224

FREQUENTLY ASKED QUESTIONS

What is a Medical Assistant?

Medical Assisting is a career service to others. It is an opportunity to become part of a team in a medical setting providing quality patient care to the public.

Medical Assistants work under the direction of a physician, nurse practitioner, or physician assistant in a variety of settings:

- Ambulatory Care Centers
- Medical Clinics or private practices
- Health Department
- Insurance companies
- Hospitals

Duties of the Medical Assistant generally include:

- Case history
- Vital Signs
- Vision Screenings
- EKG
- Spirometry
- Hearing Test
- Urinalysis
- Phlebotomy
- Lab testing
- Injections
- Bladder scanning
- Gynecological exams
- Removing staples and sutures with wound care
- Administering diagnostic tests
- Caring for and maintaining surgical instruments
- Providing patient services
- Performing a variety of other clinical skills

Successful completion of the program allows graduates eligibility to apply for and take the certification examination to be a Certified Phlebotomy Technician and a Certified Medical Assistant. Certification is available through National Healthcare Association (NHA) and American Association of Medical Assistants. (AAMA)

How do I apply for the Program?

1. You must complete an application to the college.
Visit <http://www.volstate.edu/admissions/> for details.
2. Submit official transcripts from all colleges/universities previously attended.
3. Complete all necessary prerequisite courses, including MDCA 1301 Medical Assisting I.
4. Complete the online application form, found under the "Application Form".
5. **The program application should only be completed if you will complete all pre-requisite courses in the year in which you are applying.**
6. Complete formal interview process which takes place in December/January.

What courses must I take prior to the screening and official admission into the Program?

You will be required to complete all general education/prerequisite courses as listed in the information packet, including MCDA 1301 Medical Assisting I, prior to being eligible for formal admission into the Medical Assisting Program. These courses (also referred to as "prerequisites") must be completed by the end of the fall semester in which you apply. Completion of courses does not guarantee admission into the program.

What if I have not completed all of the prerequisite courses prior to the program deadline date?

You will be ineligible for the Medical Assisting Program if you cannot complete all prerequisites prior to the beginning of the program. Contact Christina Nagy if you will not complete all prerequisite courses by the end of the fall semester in which the application is due.

When does screening occur and how many are admitted each year?

The deadline for application to the program is December 1st. The screening and interview process will be conducted end of December beginning of January. All eligible applicants are notified by their Volunteer State email as to the specific date and time of their interview. The program has a maximum class size of 14. Selection is based on GPA, completion of prerequisite course grades, essay (completed on the day of the interview), (2) letters of reference and effectiveness in the interview setting.

What are the requirements for admission?

Acceptance is contingent upon completion of the general education/prerequisite courses, with a cumulative GPA of 3.0 or better in the prerequisite courses. **A grade lower than a "C" in a course required for entrance into the program, will not be accepted.**

If I am officially admitted into the program, what other costs besides maintenance fees should I expect?

Extra Medical Assisting Costs	Approximate Cost
Thumb drive	\$30
CPR course (provided after admission to program)	\$60
*Background check	\$50
* 10 panel drug screen	\$40
*Physical Exam	\$125
*Professional liability insurance/other liability insurance fee	\$40/\$10
Scrubs	\$40 per pair
Stethoscope	\$50
Watch with a second hand	\$25
*TB skin test	\$50
Tetanus vaccination	\$50
Varicella vaccination	\$125
MMR vaccination	\$70
Hepatitis B vaccination series	\$75 each (3) total needed
Flu vaccination	\$50
Health Insurance	Various costs
*Membership Dues for AAMA	\$65.00 (for 2 years)
*Certified Medical Assisting Exam	\$125
Health Science Course Fee	\$25 per credit hour
*NHA Phlebotomy Exam Fee	\$105.00
*Requirements to be completed only after formal admission to the program and notification from Program Director	

Students must provide proof of the immunizations listed below. If documentation of proof of immunization cannot be located, titers can be drawn to prove immunity.

- MMR: Proof of two live measles (rubeola and rubella) and mumps vaccinations (if born after January 1, 1957)
- Varicella: 2 doses or credible history of disease (signed medical record from health department of physicians office) if born on or after January 1, 1980
- Hepatitis B: proof of 3 doses before the start of patient care
- Tetanus: within last 10 years
- Influenza: proof of vaccine before the start of patient care

How long is the program?

After the completion of all prerequisites and formal admission, the Medical Assisting Program is 3 additional semesters in length. The program begins in January.

How will I pay for my education?

Every student has a unique financial situation. You are encouraged to discuss your situation with a member of the Financial Aid Department in the Ramer Building room 129, as you begin your college education and again if you are admitted into the Medical Assisting Program. You can find information online regarding financial aid at, <http://www.volstate.edu/FinancialAid/>.

For information on current tuition and fees, visit <https://www.volstate.edu/tuition-fees>

Will TN Promise and TN Reconnect pay for my education in the Medical Assisting Program? Yes, both TN Promise and Reconnect will cover the courses in the Medical Assisting Program provided a student meets all of the qualifications. Students should discuss their financial situation with personnel in the Financial Aid Office.

What are the technical aspects of the program that I must meet if accepted into the program?

In order to perform the duties of a Medical Assistant an individual must be able to:

1. Visually assess patient's condition.
2. Visually assess results of patient history to include taking vitals.
3. Demonstrate adequate visual acuity to assess a patient's condition, read vitals, read patient charts, check proper function of equipment and to administer medication.
4. Push and pull wheelchair with patient seated in wheelchair.
5. Lean over to lock wheelchair and lift footrests.
6. Verbally instruct patient in a clear, concise, easily understandable manner.
7. Interact appropriately with patient, co-workers, and visitors.
8. Read and comprehend written communications. Provide written communication to medical and technical staff.
9. Demonstrate manual dexterity in handling of syringes for injection, manipulation of small knobs and equipment controls, and preparation of equipment while maintaining sterile technique.
10. Ability to ascend and descend stairway in case of fire or emergency in absence of an elevator.
11. Bend and rest on knees for performing chest compressions
12. Use extended arms and force of shoulders and upper back to compress chest 2 inches.
13. Respond appropriately to sounds, i.e. patient voice and movements, at a normal conversational volume.
14. Respond appropriately to equipment signals such as sound and light.
15. Manipulate mechanical and patient care equipment simultaneously, i.e. dials,

switches, push buttons, keyboards, and blood pressure equipment.
16. Perform for a prolonged period without breaks, e.g., typical shift of eight hours.

17. Oral communication skills sufficient to communicate in English with accuracy, clarity, and efficiency with patients, their families, and other members of the health care team, including non-verbal communication, such as interpretations of facial expressions.

Who on Vol State campus can answer other questions that I might have?

Christina Nagy located in the 400 Building, room 104-B, will be glad to answer any questions you may have. Contact Christina Nagy by email at: christina.nagy@volstate.edu or call 615- 230-4796.

The Advising Center, located in the Ramer Building, Suite 141, can also answer advising questions.

Health Sciences Advisors:

- Meredith Young Meredith.young@volstate.edu
- Amanda Lamberth Amanda.lamberth@volstate.edu
- Duane Berry Duane.berry@volstate.edu

Medical Assisting Program Semester by Semester Sequence

First Year – Fall Semester (Pre-Requisite Courses)

FYEX 1030	First Year Experience I	1.5
ENGL 1010	English Composition I	3
MATH 1530	Introductory Statistics	3
AHC 115	Medical Terminology	3
BUSN 1302	Keyboarding with Word Processing	3
MDCA 1301	Medical Assisting I	3
	Total	16.5

*Medical Assisting formal admission is required to continue on this path. Screening interviews are once a year during the Fall semester. All learning support must be completed and all pre-requisite courses completed or in progress at the time of screening to be considered a valid applicant. **Applicants will also need to have attended an information session.***

Students accepted into the program will follow this path:

First Year – Spring Semester

FYEX 1040	First Year Experience II	1.5
PHIL 1040	Introduction to Ethics	3
PSYC 1030	Introduction to Psychology	3
ADMN 1308	Office Procedures	3
INFS 1010	Computer Applications	3
MDCA 1302	Medical Assisting II	3
	Total	16.5

Second Year – Fall Semester

HIMT 1302	Legal Aspects	3
HIMT 1305	Computer Applications in Health Information	3
MDCA 1303	Medical Assisting Administrative Procedures	3
MDCA 2301	Medical Assisting Pharmacology	3
MDCA 2403	Medical Assisting III	4
	Total	16

Second year – Spring Semester

PSYC 2130	Lifespan Development Psychology	3
HIMT 2301	CPT Coding	3
MDCA 2404	Medical Assisting IV	4
MDCA 2405	Medical Assisting Clinical	4
	Total	14