



## Collin College Medical Assisting Program Information Packet

### **About Our Program**

Are you ready for a versatile, high-demand career in the medical field? As a medical assistant you will have the opportunity to work with doctors, take medical histories, and record a patients' vital signs. You will learn to perform clinical and administrative tasks in a physician's office, hospital and other healthcare facilities. You can also work in a variety of other roles including front office staff, clinical assisting, phlebotomy, EKG technicians, and general billing and coding. Students in this program will take classes ranging from pharmacology and pathophysiology to anatomy and physiology and medical law and ethics. Students will learn to administer injections and medications as directed by physicians. You will also perform various diagnostic tests including lab testing, hearing and vision screening.

### **Program Options**

Level 1 Certificate Program (10 months)

AAS Medical Assisting (2 years)

### **Program Outcomes**

1. Assist physicians with clinical duties including patient examinations, diagnostic procedures and testing, and minor surgical procedures.
2. Collect and process blood, urine and other body fluids per OSHA guidelines.
3. Perform CLIA waived laboratory tests in the physician's office lab.

4. Perform administrative tasks including appointment scheduling, basic medical insurance processing, patient education and utilizing electronic and paper medical records.
5. Administer injections and other medications as directed by physicians.

### **Marketable Skills**

1. Perform clinical and administrative tasks in a physician's office, hospital and other healthcare facilities.
2. Administer injections and medications as directed by physicians and as permitted by state law.
3. Perform various diagnostic tests including lab testing, basic x-ray, EKG and hearing and vision screening.
4. Complete insurance forms and code patients' medical information, schedule patient appointments and maintain electronic health records.
5. Provide patient education regarding medication use, wound care and treatment procedures.
6. Ensure excellent customer service and therapeutic communications skills in all patient encounters including assessment, admission, discharge and post care follow up.

### **Admission Requirements & Steps**

1. Apply for admission to Collin College and submit official transcripts from high school or GED completion.  
<https://www.collin.edu/gettingstarted/admissions/freshman.html>
2. If needed, apply for financial aid.  
<https://www.collin.edu/gettingstarted/financialaid/index.html>
3. Consider applying for scholarships.  
<https://www.collin.edu/gettingstarted/financialaid/scholarships.html>

4. Complete the Medical Assisting Program Application after acceptance to Collin College and you receive your College Wide ID (CWID). Link found on webpage.
5. Become informed about the program. Informed applicants make better candidates. Attend one of the information sessions or make an appointment with the program coordinator, Leon Deutsch ([lddeutsch@collin.edu](mailto:lddeutsch@collin.edu)) **One or the other is required.**

### **Notification of Acceptance**

Applicants are selected based on the admission criteria and the recommendation of the admissions committee. Admissions committee consists of the Program Coordinator and faculty members. The Program Coordinator will send a letter of acceptance to the selected applicants via electronic mail as soon as the decision is made. The selected applicants must then notify the program of their intention to join. It is important that the vaccinations, particularly the Hepatitis-B vaccination, be started prior to starting the program in order to be able to complete the series before lab exercises and clinical rotations. All applicants joining the program must attend a scheduled Medical Assisting student orientation.

### **Other Special Requirements/ Information**

#### **Drug Test**

It is standard practice for all employers to drug test medical workers prior to starting work. Since the Medical Assisting student will be in the clinical setting participating in patient care, all students will be drug tested prior to the start of the clinical rotation. The drug test will be submitted after the interview process.

#### **Criminal Background Check**

A criminal background check will be required of all students prior to entering the Medical Assisting Program. The background check will be submitted after the interview process.

## **Personal Health Insurance**

Students are required to carry personal health insurance while in the clinical portion of the Medical Assisting Program. Proof of such insurance needs to be made available to the Program Coordinator prior to clinical rotations. Students should be aware that eligibility for health insurance on their parent or guardian's health insurance may require the student be a full-time enrolled student. The number of semester credit hours in which a student must be enrolled to be considered fulltime is defined by Collin College. Students should check with the college Admissions and Records Office to see if they qualify as full-time students.

## **Immunization Records**

Students are required to provide necessary documents proving that they have completed all immunization requirements:

- Tetanus/Diphtheria/Pertussis: One dose within the last ten years.
- MMR (Mumps, measles, rubella): All students must have 2 MMR vaccinations prior to beginning the clinical rotation. A titer showing immunity will also be acceptable.
- Hepatitis A vaccination is strongly recommended (there is a Hepatitis A/B Combination vaccine available).
- Hepatitis B vaccination is required: Vaccination consists of a three dose series over a six to seven-month period. The series must be started before the application deadline and proof must be included with the completed application packet. Proof of first two injections submitted with application. Proof of third injection must be provided to the program coordinator prior to starting clinicals.
- Annual TB skin test with follow-up x-ray documentation for positive skin test results.
- Annual Flu vaccination(s)
- Varicella virus (Chicken pox): Current titer showing immunity. or Record of 2 doses of varicella vaccination

- Bacterial Meningitis vaccination (Applicants who are older than 22 years of age on the first day of class are exempt.)

Students cannot attend clinical rotations without completion of their immunizations. Failure to meet deadlines may result in dismissal from the program.

Collin College Medical Assisting Program's goal is to graduate competent and safe students that are satisfied with their level of training and eager to make a difference in the lives of their patients. The college faculty and staff want the student to succeed and will make every reasonable effort to help the student in this process.

Spots in the Medical Assisting Program are limited, and it is the responsibility of the Collin College staff (to the student, local community and profession) to fill the seat with a student that can meet the goals of the program. It is also the responsibility of the student to let the Program Coordinator or faculty know if there are potential obstacles to success. Further, if the Program Coordinator or faculty observe, or become aware, of any information that might be perceived as a roadblock to success, then the Program Coordinator may ask the student to participate in an additional meeting to determine whether or not it is necessary to formulate a strategy to help the student overcome these potential or real obstacles. A meeting of this type may be required as an additional step in the admissions process for any student that is deemed necessary. The applicant will be notified by mail if this type of meeting is required.

### **Clinical Requirements**

During the last four weeks of the program, the student will be placed in a physician's office to complete 160 hours of hands on training in the externship experience. This is a commitment to work 40 hours per week for 4 consecutive weeks. Applicants should prepare ahead of time to be able to meet this requirement. Most offices operate on an 8:00 am – 5:00 pm schedule. The office manager will set the students schedule and student must complete 100% of the hours in order to be eligible to complete the Medical Assisting program and sit for

certification exams. Upon acceptance to the program, students will be required to sign an acknowledgment form for externship.

### **Class Schedule**

Medical Assisting students will attend class Monday – Thursday from 8:30 am – 1:00 pm. Students will take two courses at a time in each 8-week term. There are two 8 week terms in a semester. It takes two full semesters plus a one-month externship to complete the program

### **Estimated Costs**

Tuition & Fees: Certificate Program \$1,674

Associates Degree: \$3240

Textbooks: \$200.00

Scrubs: \$40.00

Immunization Tracker: \$30.00

Drug Testing: \$40.00

Background Check: \$40.00

Lab Fees: \$24.00 per course credit (3 courses)

Supply Kit: \$96.00

Liability Insurance: \$14.00

Certification Exams: \$450.00

### **Program Contact Information**

Leon Deutsch

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