

North Campus
5800 Uvalde
Houston, Texas 77049
Allied Health & Natural Sciences
Building – N17.2107
281 459 5410



SAN JACINTO COLLEGE MEDICAL ASSISTING PROGRAM INFORMATION

The Medical Assisting (MDCA) program within the San Jacinto College District (SJCD) is a 3 semester training program, leading to a Certificate of Technology in Medical Assisting. The Medical Assisting curriculum includes classroom theory, skills training, and a 240-hour unpaid clinical experience in one of our healthcare settings, located throughout the Houston metropolitan area. The program includes 960 weekly contact hours of classroom and laboratory/clinical hours.

The Medical Assisting program is designed to train medical assistant personnel to perform both administrative and clinical duties and to report directly to an office manager, physician, or other health practitioner. Administrative duties may include answering telephones, greeting patients, updating and filing patient medical records, filling out insurance forms, scheduling appointments, handling billing and bookkeeping. Clinical duties vary according to state law and may include taking medical histories and recording vital signs, explaining treatment procedures to patients, preparing patients for examination, and assisting physicians during examination.

Upon completion of the medical assisting program the student is granted ~~ana~~ certificate of technology, is eligible to sit for the AAMA Certification Examination and earn the AAMA credential of Certified Medical Assistant (CMA-AAMA) and/or the RMA (AMT).

The San Jacinto College Medical Assisting Program is accredited by:

The Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of Medical Assisting Education Review Board (MAERB).

Commission on Accreditation of Allied Health Education Programs
25400 U.S. Highway 19 North, Suite 158
Clearwater, FL 33763
727-210-2350
www.caahep.org

SELECTION PROCESS

Applicants must meet eligibility requirements, including verification of Texas Identification and/or Texas Driver's License, and verification of Social Security Card. All appropriate admissions paperwork, orientations, college ready and the Focus 2-Career assessment (SOS – under Career Resources) must be complete in order to be considered for acceptance. Enrolled and paid on CastleBranch (\$86)

Upon completion of all requirements, qualified applicants will be considered for selection into the program based upon their grade point average (GPA), Discover ~~assessment~~Assessment-Focus 2, and departmental interview.

APPLICATION PROCESS

The following **checklist** is provided to assist you in completing the steps to apply for admission to SJCD and the Medical Assisting program. It is your responsibility to make sure that the office of Enrollment Services receives your college application; high school transcript, college transcripts, and TSIA test scores.

_____ Submit a **completed San Jacinto College application to the Enrollment Services office.**

This can be done online at www.sjcd.edu or www.sanjac.edu or in person at the Enrollment Services office on each respective campus. All prospective students must be accepted for admission to San Jacinto College before they are eligible to apply to the Medical Assisting program.

*Note: Admission to San Jacinto College **does not** guarantee admission to the Medical Assisting program.*

_____ Submit **official transcripts to the Enrollment Services office.**

High School ...students must show High School graduation or successful completion of all sections of the GED. Foreign students must submit an evaluation of their High School and/or College instruction from their home land. The evaluation must be evaluated by a San Jacinto College District approved evaluation site. You may obtain a list of approved evaluation sites from the Enrollment Services office.

College Transcripts ...students must submit all previous and current official college transcripts to the Enrollment Services office. You may at that time request a copy of the transcript that you are submitting. **Cumulative grade point average, (GPA) of 2.0 is required.*

Dual Credit students are exempt from this requirement.

_____ **Attend the mandatory San Jacinto College New Student Orientation (NSO).**

_____ **Contact an Advisor in the Welcome Center Located on the 1st floor, Building N6**

The advisor will provide you with options regarding recommended courses to assist you in pursuing your educational career goal.

_____ Career assessment – SOS – click Career Resources. Make a copy of the Career assessment for submission during orientation. Complete Focus 2

_____ **Must pick up application and submit all required documentation during application period.**

The date, time, and location of application period are located in the section below.

All students who are accepted into the Medical Assisting program must document that they have received the full series of three (3) Hepatitis B vaccinations, or have the serum titer drawn to confirm complete immunity to Hepatitis B. Prior to clinical, if the third shot is more than three years old you must provide a titer. The series takes approximately **seven (7) months** to complete. Applicants are encouraged to begin the series well ahead of the desired semester of admission.

IMPORTANT NOTICE REGARDING CRIMINAL BACKGROUND CHECK & DRUG SCREEN

Students who are accepted into the Medical Assisting program must pass a criminal background check with no misdemeanors or felonies and a drug screen. Information about this requirement will be discussed in the orientation session.

San Jacinto College North Campus Medical Assisting Curriculum

First Semester*

POFT 1301 Business English	3
MDCA 1309 Anatomy and Physiology for Allied Health	3
MDCA 1343 Medical Insurance	3
MDCA 1421 Administrative Procedures	4
MDCA 1313 Medical Terminology	3
Total First Semester Credit Hours	16

Second Semester*

MDCA 1205 Medical Law and Ethics	2
MDCA 1448 Pharmacology & Administration of Medication	4
MDCA 1310 MA Interpersonal Communication Skills	3
MDCA 1417 Procedures in a Clinical Setting	4
MDCA 1302 Human Disease/Pathophysiology	3
Total Second Semester Credit Hours	16

Summer Semester*

MDCA 1254 Certified MA Exam Review	2
MDCA 1560 Clinical	5
Total Summer Semester Credit Hours	7

Total Semester Credit Hours **39**

* The pre-requisite for enrolling in the second and summer semester is successful completion of each preceding semester with a minimum grade of "C" in each course.