

San Jacinto College North Campus Medical Assisting

Student ID # _____

APPLICATION FOR ADMISSION

Date _____

You are urged to give careful consideration to each question on this form. It is to your advantage to complete the entire form accurately. Please return this completed form during your scheduled appointment with program director.

Please Print (blue or black ink only)

Full Name _____
Last First Middle Maiden

Address _____
Number/P.O. Box Street City State Zip

Home Phone (—) _____ Work () _____ Cell () _____

Active Email: _____

Friend/Relative (In case of emergency) Name _____
Relationship _____ Phone _____

High School Diploma or GED Where Obtained _____ Year _____
(Circle One)

College(s) Attended

<u>Name of College</u>	<u>City/State</u>	<u>Dates</u>	<u># hours</u>

Are you on Probation or suspension at any college? Yes No

Have you ever applied to this Medical Assisting program before? Yes No

Departmental interview date: _____

**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 ~~an~~ 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
9355 - 113th St. N, #7709
Seminole, FL 33775
Telephone: 727-210-2350
Fax: 727-210-2354
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

Upon completion of all requirements, qualified applicants will be considered for selection into the program based upon their grade point average (GPA), Career 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

Application online and submit all required documentation during application period

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

Medical Assisting Applications

Applications will be distributed Monday–Friday @ the North Campus MDCA office located on the 2nd floor of the Allied Health/Science Bldg., Room N17.2107. Applications periods for Medical Assisting Program: Summer/Fall semester

All required documents MUST be submitted as a **complete** packet during an Application Period in order to be considered for selection. You must supply the copies – the MDCA department **will not** make copies for you.

Incomplete or late applications will not be accepted.

REQUIRED DOCUMENTATION:

1. Acceptance to San Jacinto College & Copy of High School Transcript/GED/equivalent
2. Copies of all College Transcripts – Must have a cumulative GPA of 2.0
(If you've attended more than one college, we will need to review **all** transcripts.)
3. Copy of Focus 2

Once you enter your last semester before externship, MDCA1417 Clinical Procedures you will be REQUIRED to PAY for CASTLEBRANCH, CPR, MA BAG. **DO NOT make purchases before being advised by your instructor. If you are missing immunizations contact the Program Director and/or the instructor to set up an immunization schedule before entry into MDCA1417.**

4. PROOF of IMMUNIZATIONS

Tetanus-Tdap required (within the past 10 years) Hep B #1_____, #2_____, or Titer _____
Varicella #1_____, #2_____, or Titer _____ *Hep Titer must be within the last 3 years*
MMR #1_____, #2_____, or Titer _____ Flu (must be within the last year) _____

TB skin test -Mantoux or Chest X-ray_____(within the past year)

Students enrolling into San Jacinto College programs with external learning experiences (i.e., clinical, practicum, externship, cooperative, etc.) will be required to comply with the immunization requirements and policies of the clinical/external learning sites to engage in all clinical/external learning experiences. Vaccination requirements at clinical/external learning sites are implemented pursuant to the independent authority of such facilities and are not mandated by San Jacinto College. Failure to meet the immunization requirements mandated by clinical/external learning sites may limit a student's ability to complete the program and/or may delay the student's graduation date. San Jacinto College does not process exemptions, and students should address potential vaccination exemptions directly with the clinical/external learning site.

5. CPR card – (***Health Care Provider***) through American Heart Association_ www.AmericanHeartAssociation.com or call 1-800-242-8721. **Your instructor will advise you on this during MDCA1417 Clinical Procedures**

Your scrubs must be purchased from NorthShore Medical. Once accepted you will receive information on pricing and location.

APPLICANTS MUST SUBMIT ALL REQUIRED

DOCUMENTATION DURING APPLICATION PERIOD

...NO EXCEPTIONS.

APPLICANTS MUST PROVIDE THEIR OWN COPIES.

IMPORTANT NOTICE REGARDING HEPATITIS B REQUIREMENT

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. **You will be notified by your instructor when to purchase these requirements and will be given a due date for submission of all requirements.**

**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

Third Semester*

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

Total Semester Credit Hours	39
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* 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.

