

# **FIRST COAST TECHNICAL COLLEGE**

## **MEDICAL ASSISTANT PROGRAM**

Dear Prospective Student:

The First Coast Technical College is accepting applications for the Medical Assisting program. This program is competency based and includes five occupational completion points. The course length is 1300 hours.

Please refer to [www.fctc.edu](http://www.fctc.edu) for the Student Handbook and Catalog.

<b>In order to be eligible for this course you will need to complete the following steps:</b>
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- |   |         |
|---|---------|
| • Schedule date and time to attend orientation and take TABE test at registration   | \$20.00 |
| • Complete application form and include all required documentation  |         |
| • Submit completed application and required attachments plus the \$10.00 fee to Health Occupations Office, Administrative Assistant in Building D, Room 103 | \$10.00 |
| • Criminal background check fee   | \$50.00 |

**Note: All fees are nonrefundable/nontransferable and subject to change.**

<b><u>APPLICATIONS MUST BE COMPLETE and SUBMITTED IN PERSON</u></b>
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<b><u>PLEASE DO NOT MAIL YOUR APPLICATION!</u></b>
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<b>Submit completed application and fee to Health Occupations Office, Administrative Assistant in Building D.</b>
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The TABE tests are scheduled regularly. <b>The <u>passing score</u> required for acceptance into the program is a 10<sup>th</sup> grade level in Reading, Math and Language. Per Coordinator approval an 8<sup>th</sup> grade level may be accepted with remediation.</b> TABE scores are valid for two years from date of administration. If you do not have recent TABE scores on record with First Coast Technical College, please register for the test in registration.
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Criminal Background information will be reviewed for participation at clinical and extern sites. Please know that previous criminal activity may affect completion of the program, and certification testing.

**As of July 1, 2009 any felony drug conviction or Medicaid/Medicare fraud will prohibit the eligibility of license, certification or registry in Florida for 15 (fifteen) years after the end of the probation period. For further information please contact Florida Department of Health, Division of Medical Quality Assurance, 4052 Bald Cypress Way, Tallahassee, FL 32399 (850-245-4125).**

Mandatory drug testing is required at the student's expense. This screening must be completed prior to the start of clinical experience. If the student does not pass the drug screening, immediate dismissal from the program will occur since you will not be able to complete the clinical competencies which are required to be a program completer.

### **ACCEPTANCE INTO THE PROGRAM**

Once you have submitted your completed application you are then eligible to register, pay tuition and begin class at the next enrollment date. New class enrollment begins August and January. Your application is good for two (2) years from application submission date. After two years your application will expire and you will have to reapply

### **AUXILLARY AID**

This school provides auxiliary aids and services for persons with disabilities. If assistance is needed during the course of your study, please contact the counselor in Building "A".

### **FINANCIAL AID**

Financial Aid is available to assist students in paying fees. Please know it takes four to six weeks to process financial aid. For information contact the financial aid office at the following numbers: St. Augustine (1-904) 547-3511, 386-326-900 in Palatka.

**DRESS CODE**

Medical Assisting students required to wear uniforms. The designated uniforms are available in the FCTC bookstore.

**TRANSPORTATION**

It is the student’s responsibility to make arrangements for transportation to and from the institute, hospitals and doctor’s offices used for clinical and extern experiences.

**ESTIMATED COURSE FEES AND SUPPLIES**

**Additional Fees**

Application	\$ 10.00	Books	\$ 500.00
Registration/TABE	\$ 20.00	Uniform/Stethoscope &	
Background check	\$ 50.00	Watch w/second hand	\$ 165.00
Supplies	\$ 25.00		

<b>COURSE NUMBER</b>	<b>COURSE NAME</b>	<b>ESTIMATED COST</b>
HSC0003	Basic Health Care Worker	\$269.00
MEA0543	EKG Aide	\$210.00
MEA0521	Phlebotomist	\$210.00
MEA0550	Medical Assistant	\$855.00
MEA0500	Medical Office Receptionist	\$275.00
MEA0551	Medical Assistant	\$855.00
MEA0552	Medical Assistant	\$855.00
	Extern / Clinical Hours	

**ESTIMATED TOTAL COST OF PROGRAM: \$4,300.00**

**NOTE:** These costs are provided to assist you with a personal cost budget, and are approximate prices, which may vary at any time. Sales Tax is not included in the above estimates. If an agency is paying for your books or clothing, you must present your approved voucher and payment receipt to receive items.

\*\*\*\*\*ALL PRICES SUBJECT TO CHANGE\*\*\*\*\*

<p><b>CHECKLIST FOR APPLICANT</b></p> <p><b><u>Prior to submitting your application, make one copy of each item below and ATTACH them to your application.</u></b></p> <p><b><u>FCTC is unable to make copies of the required documentation.</u></b></p> <p>( ) TABE scores of 10.0 in Reading, Math and Language or AA/BS Degree with official transcript and Orientation</p> <p>( ) High School Diploma or Equivalent (Preferred)</p> <p>( ) Birth Certificate or Naturalization Certificate</p> <p>( ) Passport or Permanent Resident Card (if not US citizen)</p> <p>( ) Florida’s Drivers License</p> <p>( ) Criminal History Form</p>
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## MEDICAL ASSISTING

*Medical Assisting is a multi-skilled allied health profession whose practitioners work primarily in ambulatory settings such as medical offices and clinics. Medical Assistants function as members of the health care delivery team and perform administrative and clinical procedures.*

Administrative skills include ...

Computer Skills / Word Processing  
Medical Terminology / Transcription  
Scheduling Appointments / Medical Correspondence  
Billing / Coding / Insurance

Clinical skills include ...

Vital Signs / Heights / Weights  
Obtaining Specimens / Performing Laboratory Tests  
Obtaining Patient History / Assist with Physical Exams  
Assist with Minor Surgery / Sterile Techniques  
Pharmacology / Medication Administration / Phlebotomy  
Basic EKG / Principles in Radiology and Physical Therapy

**This 1300 hour program prepares students for employment as Medical Assistants, Phlebotomists, EKG Technicians, and Office Managers.**

The First Coast Technical College Medical Assisting program is accredited by the Commission on Accreditation of Allied Health Education Programs ([www.caahep.org](http://www.caahep.org)) upon the recommendation of the Curriculum Review Board of the American Association of Medical Assistants Endowment (AAMAE).

Commission on Accreditation of Allied Health Education Programs  
1361 Park Street  
Clearwater, FL 33756  
727-210-2350

Upon completion of the program, students are eligible to sit for national certification exams offered by the American Association of Medical Assistants (AAMA) and American Medical Technologists (AMT).

### Program Description

Instructor	Donna Oakley RN, BSN	Office Phone: (904) 547-3487
Method of Instruction	Lecture / Discussion Written / Oral Assignments Computerized Programs/ Visual Aids Reference Library Simulated Lab / Hands-On Experience Supervised Clinical Experience in Health Care Facilities LAB / EKG / RT / OR / CSR / PT / X-R / HD Supervised Externship at Physician's Office	
Method of Evaluation	Progress Quizzes / Unit Tests / Laboratory Performance 80% Minimum Passing Score	
Course Goal	Upon successful completion the student will be able to understand and apply concepts in each of the following components.	

## **OBJECTIVES**

### **OCP A HEALTH CAREERS CORE 90 hours**

1. Introduction to health care facilities and health occupations
2. Communication and effective use of interpersonal skills
3. Legal and ethical responsibilities
4. Wellness and disease concepts
5. Safety and security procedures
6. Emergency care, including CPR
7. Infection control procedures
8. Computer literacy
9. Employability skills
10. Blood borne diseases, including AIDS
11. Basic math and science skills

### **OCP B MEDICAL OFFICE RECEPTIONIST 100 hours**

12. Basic clerical and medical office duties

### **OCP C PHLEBOTOMIST 75 hours**

13. Professional, communication and interpersonal skills
14. Phlebotomy in the health care setting
15. Related anatomy
16. Collection reagents, supplies, equipment and chemical substances
17. Perform phlebotomy
18. Related infection control and universal precautions
19. Transporting, accessioning and processing of specimens
20. Quality assurance and safety

### **OCP D ELECTROCARDIOGRAPH AIDE 75 hours**

21. Anatomy of the cardiovascular system
22. Legal and ethical issues
23. Instrumentation modalities
24. Performance in clinical setting

### **OCP E MEDICAL ASSISTANT 960 hours**

25. Communication skills
26. Legal responsibilities
27. Anatomy and physiology
28. Microbial control and aseptic techniques
29. Emergency equipment and procedures
30. Basic laboratory procedures
31. Diagnostic clinical laboratory procedures
32. Basic office exam procedures
33. Minor treatments
34. Basic medical assisting procedures
35. Pharmaceutical principles and administering medications
36. Basic x-ray procedures
37. Administrative office duties

## Curriculum

*The minimum expectations of the program are “to prepare competent entry-level medical assistants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.*

*“Competency-based format” has three components: (1) the specific task to be mastered; (2) the conditions under which the student is expected to perform the task; and (3) the standard of performance for the task.*

**1. Content:** To provide for student attainment of the Entry Level Competencies for the Medical Assistant, the curriculum includes, as a minimum:

**a. Anatomy and Physiology**

- (1) Anatomy and physiology of all body systems
- (2) Common pathology/diseases
- (3) Diagnostic/treatment modalities

**b. Medical Terminology**

- (1) Basic structure of medical words
- (2) Word building and definitions
- (3) Applications of medical terminology

**c. Medical Law and Ethics**

- (1) Legal guidelines/requirements for health care
- (2) Medical ethics and related issues

**d. Psychology**

- (1) Basic principles
- (2) Developmental stages of the life cycle
- (3) Hereditary, cultural and environmental influences on behavior

**e. Communication**

- (1) Principles of verbal and nonverbal communication
- (2) Recognition and response to verbal and nonverbal communication
- (3) Adaptations for individualized needs
- (4) Applications of electronic technology
- (5) Fundamental writing skills

**f. Medical Assisting Administrative Procedures**

- (1) Basic medical assisting clerical functions
- (2) Bookkeeping principles
- (3) Insurance, procedural and diagnostic coding
- (4) Operational functions

**g. Medical Assisting Clinical Procedures**

- (1) Asepsis and infection control
- (2) Specimen collection and processing
- (3) Diagnostic testing
- (4) Patient care and instruction
- (5) Pharmacology
- (6) Medical emergencies
- (7) Principles of IV Therapy

**h. Professional Components**

- (1) Personal attributes
- (2) Job readiness
- (3) Workplace dynamics
- (4) Allied health professions and credentialing
- (5) Provider level CPR certification and first aid training

**2. Externship:** A supervised, unpaid externship of at least 160 contact hours in an ambulatory health care setting performing administrative and clinical procedures must be completed prior to graduation.

**3. Competencies:** The Entry-Level Competencies for the medical assistant include, but are not limited to:

**a. Administrative Competencies:**

**(1) Perform Clerical Functions**

- (a) Schedule and manage appointments
- (b) Schedule inpatient and outpatient admissions and procedures
- (c) Organize a patient's medical record
- (d) File medical records

**(2) Perform Bookkeeping Procedures**

- (a) Prepare a bank deposit
- (b) Post entries on a daysheet
- (c) Perform accounts receivable procedures
- (d) Perform billing and collection procedures
- (e) Post adjustments
- (f) Process credit balance
- (g) Process refunds
- (h) Post NSF checks
- (i) Post collection agency payments

**(3) Process Insurance Claims**

- (a) Apply managed care policies and procedures
- (b) Apply third party guidelines
- (c) Perform procedural coding
- (d) Perform diagnostic coding
- (e) Complete insurance claim forms

**b. Clinical Competencies:**

**(1) Fundamental Procedures**

- (a) Perform handwashing
- (b) Wrap items for autoclaving
- (c) Perform sterilization techniques
- (d) Dispose of biohazardous materials
- (e) Practice Standard Precautions

**(2) Specimen Collection**

- (a) Perform venipuncture
- (b) Perform capillary puncture
- (c) Obtain specimens for microbiological testing
- (d) Instruct patients in the collection of a clean-catch mid-stream urine specimen
- (e) Instruct patients in the collection of fecal specimens

**(3) Diagnostic Testing**

- (a) Perform electrocardiography
- (b) Perform respiratory testing
- (c) CLIA Waived Tests:
  - (i) Perform urinalysis
  - (ii) Perform hematology testing
  - (iii) Perform chemistry testing
  - (iv) Perform immunology testing
  - (v) Perform microbiology testing

**(4) Patient Care**

- (a) Perform telephone and in-person screening
- (b) Obtain vital signs
- (c) Obtain and record patient history
- (d) Prepare and maintain examination and treatment areas
- (e) Prepare patient for and assist with routine and specialty examinations
- (f) Prepare patient for and assist with procedures, treatments, and minor office surgeries
- (g) Apply pharmacology principles to prepare and administer oral and parenteral (excluding IV) medications
- (h) Maintain medication and immunization records
- (i) Screen and follow-up test results

**c. General Competencies**

**(1) Professional Communications**

- (a) Respond to and initiate written communications
- (b) Recognize and respond to verbal communications
- (c) Recognize and respond to nonverbal communications
- (d) Demonstrate telephone techniques

**(2) Legal Concepts**

- (a) Identify and respond to issues of confidentiality
- (b) Perform within legal and ethical boundaries
- (c) Establish and maintain the medical record
- (e) Document appropriately
- (f) Demonstrate knowledge of federal and state health care legislation and regulations

**(3) Patient Instruction**

- (a) Explain general office policies
- (b) Instruct individuals according to their needs
- (c) Provide instruction for health maintenance and disease prevention
- (d) Identify community resources

**(4) Operational Functions**

- (a) Perform an inventory of supplies and equipment
- (b) Perform routine maintenance of administrative and clinical equipment
- (c) Utilize computer software to maintain office systems
- (d) Use methods of quality control

**The following indicates the program structure:**

HSC0003	90 hrs	Basic Health Care Worker
MEA0543	75 hrs	EKG Aide
MEA0521	75 hrs	Phlebotomist
MEA0550	320 hrs	Medical Assistant
MEA0500	100 hrs	Medical Office Receptionist
MEA0551	320 hrs	Medical Assistant
MEA0552	320 hrs	Medical Assistant (Extern/Clinical Hours)

FIRST COAST TECHNICAL COLLEGE  
2980 COLLINS AVENUE  
ST. AUGUSTINE FL 32084-1919  
(904) 824-4401

**NOTE:** A \$10 non-refundable/non-transferable application fee must accompany this form.

Application Fee \$10.00  
RCPT. # \_\_\_\_\_  
DATE: \_\_\_\_\_

**MEDICAL ASSISTANT APPLICATION**

Name: \_\_\_\_\_  
(Last) (First) (Middle) (Maiden Name/Other Names)

Social Security#: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Place of Birth: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
(Street) (Apt/Unit Number) (City) (State) (Zip)

Telephone Contacts:  
Home: \_\_\_\_\_ Work: \_\_\_\_\_ Cell: \_\_\_\_\_

Emergency contact: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Circle Highest Grade Completed: 8 9 10 11 12 College: 1 2 3 4 yrs Graduate Level  
Prior Medical Training: { } Yes { } No (If yes, please provide name of school, city and State)

Type of Program: \_\_\_\_\_ Dates of Attendance: \_\_\_\_\_  
Reason for Leaving Program: \_\_\_\_\_

Briefly state why you have chosen Medical Assistant as a profession.

Have you ever been convicted of a crime, found guilty or entered a plea of no-contest to a crime other than a traffic violation?  
{ } No { } Yes If yes, please explain: \_\_\_\_\_

I verify that all information contained in this application is true and correct. I authorize the First Coast Technical College to contact former employers and educational institutes in this application, and further authorize these employers and educational institutes to release information to officials of First Coast Technical College concerning my performance and progress while under their employ or enrolled in their program(s).

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**The following information is not used in the eligibility process.**

Applicant's Sex: { } Female { } Male  
Race: { } White { } Black { } Asian/Pacific Islander { } Hispanic  
{ } American Indian/Alaskan Native { } Multi-Racial { } Other \_\_\_\_\_  
Are you a United States citizen? { } Yes { } No Is English your second language? { } Yes { } No





## INSTRUCTIONS FOR OBTAINING YOUR BACKGROUND CHECK FOR CLINICAL EDUCATION PROGRAM

### First Coast Technical College

The hospitals associated with our clinical education program require background checks on incoming students to ensure the safety of the patients treated by students in the program. You will be required to order your background check in sufficient time for it to be reviewed by the hospital prior to starting your clinical rotation. A background check typically takes 3 normal business days to complete.

The background checks are conducted by PreCheck, Inc., a firm specializing in background checks for healthcare workers. Your order must be placed online through StudentCheck.

Go to [www.PreCheck.com](http://www.PreCheck.com) and click on the StudentCheck link and then click the Student button.

Complete all required fields and hit Continue to enter your payment information. The payment of \$48.50 (plus state tax for students living in Texas) can be made securely online with a credit or debit card. You can also pay by money order, but that will delay processing your background check until the money order is received by mail at the PreCheck office. For your records, you will be provided a receipt and confirmation page of your background check order placed through PreCheck, Inc.

PreCheck will not use your information for any other purposes other than a background check. Your credit will not be investigated, and your name will not be given out to any businesses.

If you need assistance, please contact PreCheck at [StudentCheck@PreCheck.com](mailto:StudentCheck@PreCheck.com).

### FREQUENTLY ASKED QUESTIONS:

- How long does the report take to complete? Most reports are completed within 3 business weekdays.
- Do I get a copy of the report? No. Only the hospitals or school in the program have access to the reports. However, you can order a copy of your report for an additional fee at the time you place your order.
- Does PreCheck need every street address where I have lived over the past 7 years? No. Just the city and state.
- I have been advised that I am being denied entry into the program because of information on my report and that I should contact PreCheck. Where should I call? Call PreCheck's Adverse Action hotline at 800-203-1654. Adverse Action is the procedure established by the Fair Credit Reporting Act that allows you to see the report and to dispute anything reported.
- I have a criminal record. What should I do? Disclose the crime on your application.

**NOTE: THIS FORM IS TO BE PROCESSED AFTER YOU ARE ENROLLED IN THE  
MEDICAL ASSISTING PROGRAM AT FIRST COAST TECHNICAL COLLEGE**