



3505 Arendell Street, Morehead City, NC 28557 ♦ (252) 222-6000 ♦ www.carteret.edu

**MEDICAL ASSISTING  
2023-2024  
Entry Fall 2023**

The Medical Assisting field is one of the fastest growing professions in the country. The Medical Assisting curriculum is designed to prepare multi-skilled professionals to perform administrative, clinical and laboratory procedures. The Medical Assisting program begins once a year with the fall semester. Upon successful completion of the Medical Assisting diploma program, the graduate is eligible to sit for national certification through the American Association of Medical Assistants (AAMA) to become a Certified Medical Assistant (CMA). Graduates of the certificate program are not eligible to sit for the certification exam.

Course work includes instruction in scheduling appointments, coding and processing insurance accounts, billing, collections, computer operations; assisting with examinations/treatments, performing routine laboratory procedures, electrocardiography, supervised medication administration; and ethical/legal issues associated with patient care.

Employment opportunities include physicians' offices, health maintenance organizations, health departments, and hospitals.

The application period begins **October 1, 2022** for admission into the Fall 2023 class. An applicant must have a completed admissions file by **May 6, 2023**, to be considered for the initial acceptance process. Applicants meeting this deadline and with a completed admission file containing all requirements may be considered for admission during the initial acceptance process. If the program does not fill to capacity **after** the initial acceptance process, a second enrollment period may be announced. During this period, applicants must have a completed admission file to be considered. The program chair reserves the right to end this second enrollment period once the class becomes full. Meeting admission requirements does not guarantee admission into the program.

**ADMISSION PROCESS**

**Step One: Application to the College** New students and returning students who have missed a year apply to the college for admission. Choose the program of study, "Health Science: Therapeutic & Diagnostic Services (Nurse Aide Diploma)". If currently enrolled at CCC, skip this step.

**Step Two: Interest Form** Complete an electronic ["Health Sciences Interest Form"](#) for program of study.

**Step Three: Checklist** Submit a "Health Sciences Program Packet Checklist." This form will be emailed to you after you complete the Health Science Interest Form. **Please return it by email.**

**Medical Assisting Admission Packets include the following:**

- Health Sciences Program Packet Checklist
- Official transcripts from high school and all colleges attended

All documentation must be submitted prior to the deadline of May 6, 2023. If a second enrollment period is needed, a new deadline date will be announced. Incomplete Packets will not be accepted. Transcripts must be received by the college prior to the deadline.

### **ADMISSION REQUIREMENTS**

1. **Transcripts:** Must be a high school graduate or equivalent and provide an official transcript. Send official transcripts from high school, GED and all colleges attended to the college Registrar. Home-schooled students must submit a copy of the home school's approved registration from the state in which they are registered.

Prior general education courses taken in college must be a grade of C or better. A student who earned a grade of less than a C in a general education course must retake the course and earn a minimum grade of a C.

2. **College Ready:** College ready is demonstrated by the following:

- High School GPA > 2.8, or
- College coursework in English and math (ENG 111 or ENG 002 with a grade of P1 or equivalent; MAT 110 or MAT 003 grade of P1 or equivalent), or
- Minimum Placement test scores (RISE test or equivalent),  
English: Test out of TIER 1, and

Math: Test out of TIER 1.

3. **General Information Session/Job Shadowing Experience:** Information sessions will be scheduled with the Medical Assisting faculty for applicants with a complete admissions file along with a virtual or on-site job shadowing experience. Applicants will receive written or email notification of acceptance decisions from the Medical Assisting Program Chair by the end of the month of May for the initial acceptance process.

### **AFTER ACCEPTANCE:**

**Medical History/Physical Form:** Applicants accepted into the Medical Assisting Program must possess physical and emotional health compatible with the ability to provide safe patient care. Upon acceptance into the program, a Medical History/Physical form will be given and explained during orientation. The Physical Form must be completed by a physician, physician's assistant, or nurse practitioner. The Medical Assisting Program Chair will designate the time frame for completion and submission of the forms during orientation. **All students accepted into the Medical Assisting program must submit proof of a completed COVID-19 vaccination series.**

**DO NOT COMPLETE THESE FORMS OUTSIDE OF THE SPECIFIED TIME FRAME**

**CARTERET COMMUNITY COLLEGE  
MEDICAL ASSISTING ADMISSION RATINGS**

A competitive point system will be utilized to evaluate and select students to enter the medical assisting program. Applicants will be ranked based upon the points earned and will be selected in that order. The program has limited enrollment and therefore an alternate list of students will be developed each year. If a student slot opens prior to the beginning of the fall semester, the Program Chair will notify the next student in the order in which their names appear on the list and offer a seat in the program. Applicants not selected for the admission year must reapply during the next admission cycle. Applicants are responsible for assuring all information has been submitted to the admission officer.

Applicant Name: \_\_\_\_\_

Reviewed by: \_\_\_\_\_

Date Reviewed: \_\_\_\_\_

**Part 1: Related Coursework (Grade of C or >)    A: 3 points    B: 2 points    C: 1 point**

Biology (within 5 years)	BIO 163 Or BIO168 and BIO169	_____A_____B _____C (1-3)
Medical Terminology I	MED121	_____A_____B _____C (1-3)
Medical Terminology II	MED122	_____A_____B _____C (1-3)
Math	MAT 110 or higher	_____A_____B _____C (1-3)
English	ENG 111	_____A_____B _____C (1-3)
	ENG112 / 11414	_____A_____B _____C (1-3)
Psychology	PSY 150	_____A_____B _____C (1-3)
Humanities	HUM 115	_____A_____B _____C (1-3)
Spanish	SPA 120	_____A_____B _____C (1-3)
Study Skills	ACA 122	_____A_____B _____C (1-3)

College Graduate:       Masters   \_\_\_\_(10)  
                                   BS Degree \_\_\_\_ (4)  
                                   AS/AAS/AA\_\_\_\_ (2)

**Part I Total Score:** \_\_\_\_\_

**PART II: College or High School/GED Transcripts**

If applicant has completed at least 12 semester hours (or equivalent) of college credit from an accredited institution, then college transcripts will be evaluated. If not, then high school transcripts or GED scores will be used.

<b>College Overall GPA</b>			<b>Score</b>
(2.5-2.99) =2	(3.0-3.49) =3	(3.5+) =4	_____

<b>High School Overall GPA</b>			<b>Score</b>
(2.5-2.99) =2	(3.0-3.49) =3	(3.5+) =4	_____

<b>GED Overall Score</b>			<b>Score</b>
(250-274) =2	(275-299) =3	(300+) =4	_____

**Part II Total Score:** \_\_\_\_\_

**PART III: Medical Experience** (copy of transcript, copy of certificate, a license or a listing on registry.)

EMT (Basic, Intermediate, Paramedic)	2
CNA I	2
CNA II	2
Phlebotomy	2

High School Health Career	2 pts
Pathway	2 pts
Medical Office Shadowing	2 pts
Other: _____	
Medical Assisting Information	2 pts
Session Attendance	

**Part III Total Score:** \_\_\_\_\_

**Part IV: Information Attendance**

**Part IV: Total Score:** \_\_\_\_\_

**TOTAL SCORE:** \_\_\_\_\_

## PERFORMANCE STANDARDS REQUIRED OF MEDICAL ASSISTING STUDENTS

Medical Assistant duties involve cognitive, sensory, affective, and psychomotor performance requirements. Therefore, the following activities are examples of the kinds of activities that a student in the Medical Assisting program would be required to perform in order to successfully complete the program. The examples used are not all inclusive.

**Critical thinking:** The medical assisting student must possess critical thinking skills sufficient for clinical judgment. For example, the student must be able to use critical thinking as a basis for identifying/resolving patient problems.

**Interpersonal Skills:** The medical assisting student should possess interpersonal skills sufficient to interact with individuals, families, and groups from a variety of social, emotional, cultural, and intellectual backgrounds. For example, the student should be able to establish a helping relationship with patients, families, and colleagues.

**Communication:** The medical assisting student must possess communication skills sufficient for interaction with others in verbal and written format. Required communication abilities including speech, hearing, reading, writing, language skills and computer literacy are required. For example, the student must be able to read and convey actions and patient responses to health care team members, both verbally and in writing.

**Mobility:** The medical assisting student should possess physical skills sufficient to move from room to room and maneuver in small spaces. For example, the student must be able to move in patient rooms, work spaces, and treatment areas.

**Motor Skills:** The medical assisting student should possess gross and fine motor skills sufficient to provide safe and effective care. For example, the student must be able to use equipment, administer injections, insert catheters, and other assigned duties under the supervision of the physician.

**Hearing:** The medical assisting student should possess auditory skills sufficient to monitor and observe health needs. For example, the student must be able to hear monitor alarms, emergency signals, and cries for help.

**Visual:** The medical assisting student should possess visual skills sufficient for observation of patient health changes. For example, the student must be able to observe patient responses, see a change in skin color, and read a scale on a syringe.

**Tactile:** The medical assisting student should possess tactile skills sufficient to assist physician in a physical assessment. For example, the student must be able to palpate a pulse.

**Weight-bearing:** The medical assisting student should possess the ability to lift and carry up to 25 pounds on a weekly or daily basis. For example, the student must be able to position and transfer patients.

**Cognitive skills:** The medical assisting student must possess the ability to organize responsibilities, make decisions, and make accurate mathematical calculations. For example, the student must be able to evaluate patient complaints.

**Occupational exposure:** The medical assisting student should possess the ability to protect self and others by implementing appropriate precautions due to possible exposure to communicable disease and/or body fluids, toxic substances, and medicinal preparations. For example, the student may encounter a patient with hepatitis B or AIDS and must be able to use standard precautions. If a health problem occurs that results in multiple absences from class, lab, or clinical or injury impede meeting the performance standards for a period of time, the medical assisting student is required to bring documentation from the physician or other healthcare provider noting the student can safely resume activities in the program. This documentation will be used to help determine if the student can return to class, lab, and/or clinical course requirements.

**OTHER INFORMATION**

**Note:** A criminal background check and/or drug testing may be required by the clinical site prior to participation in the clinical component. A student's progress toward graduation would be limited by any inability to complete the clinical portion of the program due to a clinical site not allowing that student to participate due to the results of the background check or drug screen. Any questions concerning the criminal background check should be directed to the Program Chair.

**ADDITIONAL EXPENSES BEYOND TUITION AND FEES**

**Based on Certificate/Diploma (Certificate/1 year) or Associate in Applied Science (2 year)**

**(Amounts are estimates and subject to change)**

**First Year Medical Assisting**

Physical/Immunizations	\$200.00	Medical Assisting Pin	\$15-20
Uniforms/Shoes/Embroidery/Clinical Supplies	\$300.00	Supplies & CPR Certification	\$120.00
Books *	\$2,000.00	Application/licensure fees	\$130.00
ViewPoint Screening (Background Check Drug Screening)/Clinical Exchange	\$150.00	Additional Travel/Misc. Expense	\$300.00
Grad Ceremony *	\$50.00	Lab Fees	\$100.00

**Second Year Medical Assisting**

Books	\$600.00	Supplies	\$300.00
Grad Ceremony	\$50.00	Application/Licensure	\$130.00

\*Certificate

**MEDICAL ASSISTING FACULTY**

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## PROGRAM APPROVAL INFORMATION

The Carteret Community College Medical Assisting Diploma Program is accredited by the **Commission on Accreditation of Allied Health Education Programs** Website: ([www.caahep.org](http://www.caahep.org)); upon recommendation of the **Medical Assisting Education Review Board (MAERB)**. Commission on Accreditation of Allied Health Education Programs; 25400 US Highway 19, N Suite 158; Clearwater, FL 33763; 727-210-2350; <https://www.caahep.org/>

**SACSCOC:** Carteret Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Carteret Community College