

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 for the Student Handbook and Catalog.

In order to be eligible for this course you will need to complete the following steps:

- | | |
|---|---------|
| • 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.

<u>APPLICATIONS MUST BE COMPLETE and SUBMITTED IN PERSON</u>

<u>PLEASE DO NOT MAIL YOUR APPLICATION!</u>
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Submit completed application and fee to Health Occupations Office, Administrative Assistant in Building D.

The TABE tests are scheduled regularly. The <u>passing score</u> required for acceptance into the program is a 10th grade level in Reading, Math and Language. Per Coordinator approval an 8th grade level may be accepted with remediation. 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

The following is now required by Florida State Statutes regarding how a student is classified as a **FLORIDA RESIDENT**:

To qualify as a Florida resident for tuition purposes, a student must have established legal residence in Florida and must have **MAINTAINED** legal residence in Florida for at least **12 MONTHS IMMEDIATELY PRIOR TO THE FIRST DAY OF CLASS.**

Evidence of Florida residency may include one or more of the following documents with **APPLICABLE ESTABLISHMENT DATES**:

1. Proof of purchase of a permanent home in Florida
2. Florida vehicle registration
3. Professional/occupational license in Florida
4. Full-time employment in Florida
5. Florida driver's license
6. Florida voter's registration card
7. Declaration of domicile

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		

COURSE NUMBER	COURSE NAME	ESTIMATED COST
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*******

CHECKLIST FOR APPLICANT

**Prior to submitting your application, make one copy of each item below
and ATTACH them to your application.**

FCTC is unable to make copies of the required documentation.

- () TABE scores of 10.0 in Reading, Math and Language or AA/BS Degree with official transcript and Orientation
- () High School Diploma or Equivalent (Preferred)
- () Birth Certificate or Naturalization Certificate
- () Passport or Permanent Resident Card (if not US citizen)
- () Florida's Drivers License
- () Criminal History Form

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) 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) (County) (Zip)

Telephone Contacts: Home: _____ Work: _____
Cell: _____ Email: _____

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

StudentCheck

Look beyond grade point averages.

INSTRUCTIONS FOR OBTAINING YOUR BACKGROUND CHECK, AND FINGERPRINTING FOR A CLINICAL EDUCATION PROGRAM

FIRST COAST TECHNICAL INSTITUTE BACKGROUND CHECK & FINGERPRINTING

Background checks and drug screening are required on incoming students to insure the safety of the patients treated by students in the clinical education program. Fingerprinting is required for a Florida-specific screening which was mandated as part of House Bill 7069, and required by Florida's Agency for Health Care Administration of applicable types of facilities where you will complete clinical work. This is in addition to the Student background check through PreCheck's StudentCheck solution. You will be required to order your background check as well as register and submit fingerprints in sufficient time to allow for items to be reviewed by the program coordinator or associated hospital prior to starting your clinical rotation. A background check typically takes 3-5 normal business days to complete. Fingerprinting collection, dissemination and results take on average 3 days. The background checks are conducted by PreCheck, Inc., a firm specializing in background checks for healthcare workers. PreCheck will not use your information for any other purposes other than the services ordered. Your credit will not be investigated, and your name will not be given out to any businesses. The fingerprint collection is handled by Cogent Systems, and you can find more information and a link to their registration page by going to www.mystudentcheck.com and selecting the "Student Fingerprinting" link.

PreCheck Student Background Check Ordering Instructions:

1. For the student background check go to www.mystudentcheck.com and select your School and Program from the drop down menus for School and Program.
2. Complete all required fields as prompted and hit Continue to enter your payment information. The payment 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. **Texas** residents will pay **\$52.50** and **New Mexico** residents will pay **\$52.02** Residents in **all other states** will pay **\$48.50**. For your records, you will be provided a receipt and confirmation page of background check through PreCheck, Inc.

Fingerprint Ordering Instructions:

1. Once you've ordered your background check through www.mystudentcheck.com, or if you **only** need fingerprinting, please click on the Student Fingerprinting link near the top of the screen when viewing www.mystudentcheck.com. You will be taken to a page with brief information about the process, and offered a link to go directly to Cogent Systems registration page. You may also just go directly to www.cogentid.com, and click on the FL area link, then the AHCA link, and review the Registration Procedures section.
2. Click on Register Online when you are ready to register for your fingerprints. You will enter basic information, and will also be required to provide the AHCA License Number of the clinical site who is requiring your fingerprints. If you do not know the AHCA number, or one is not listed below, please contact your school or the clinical site requesting that you submit fingerprints.

Please enter AHCA License Number: _____

3. You will be prompted for payment information. The cost of the fingerprint search and collection is **\$54.25**. Once you've submitted your information you will be provided a Registration Number and the ability to look up Cogent's fingerprinting sites. You must take your Registration Number with you to the site.

4. Once you've visited the site and your results have been processed, they will be returned directly to the clinical site that requires the fingerprinting search.

FREQUENTLY ASKED QUESTIONS REGARDING PRECHECK'S BACKGROUND CHECK/STUDENTCHECK:

- Does PreCheck need every street address where I have lived over the past 7 years? No. Just the city and state.
- I selected the wrong school, program, or need to correct some other information entered on www.mystudentcheck.com, what do I do? Please email StudentCheck@PreCheck.com, with the details.
- How long does the background check take to complete? Most reports are completed within 3-5 business weekdays.
- Do I get a copy of the PreCheck background report? Yes. Log into www.mystudentcheck.com and click on "Check Status", and enter your SSN and DOB. If your report is complete, you may click on the application number to download and print a copy. This does not apply to the fingerprint results supplied to your Clinical Site by Florida's Agency for Health Care Administration.
- 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.

If you need further assistance, with the background check or drug screening services, please contact PreCheck at StudentCheck@PreCheck.com. You may also review Cogent Systems' Frequently Asked Questions at www.cogentid.com/fl/index_ahca.htm