



TIDEWATER COMMUNITY COLLEGE
From here, go anywhere.™

VIRGINIA BEACH CAMPUS

Dear Applicant:

Thank you for your interest in the Medical Assistant Program. Clinical and administrative front office skills will be taught over the course of the year and will prepare the graduate to work in a hospital, an urgent care center, or a physician's office.

This information packet includes all forms necessary to apply to the Medical Assistant Program. Enclosed is a list of requirements for entry into the program, a curriculum sheet with all courses you will be expected to complete, and an application for the program. If you are not already a student at Tidewater Community College, please call the Admissions Center at (757) 822-1122 to receive a TCC application, stop by any campus and fill out an application, or go online at: www.tcc.edu and register online.

The deadline for applying to the program is **June 15** for the class beginning in August. Depending upon the number of applications, only selected applicants, based on fulfillment of prerequisite requirements, will be contacted in July to attend orientation.

To improve your chances of being accepted into the program, I strongly suggest you complete placement testing in English and math, and take the appropriate classes to meet the course prerequisites to the program. It is recommended that the student demonstrate computer literacy by evaluation of past experience, transcripts, or by successful completion of ITE 115. All transcripts should be sent before **June 15**. Contact the Admissions Center at (757) 822-7172 for information about the placement test(s) including the test schedule.

To receive transfer credit for classes taken at colleges other than TCC, students must have their official transcripts sent to the Central Records Office, Tidewater Community College, PO Box 9000, Norfolk, VA 23509-9000. The "Evaluation of Previous Educational Experiences" form may be submitted on-line, or you may print and send it to the Central Records Office. The website is <http://www.tcc.edu/secure/forms/evaluationrequest.php>. This form gives the Central Records Office permission to evaluate your transcripts and award transfer credit. You can verify receipt of your transcripts by calling (757) 822-2150.

Information on grants, loans, and scholarships is available from the Financial Aid Office and can be reached by calling (757) 822-7292. If you are eligible for Veterans educational benefits, the Veterans Affairs Office will assist you with your application. They can be reached by calling (757) 822-7235.

The Health Professions Division holds an Open House for general program information on the **third** Thursday of each month on the Virginia Beach campus. You can come to the Lynnhaven Building any time between 2:00 p.m. and 3:00 p.m. to ask any questions you may have.

Sincerely,

Kathleen McNamara, BA, RN, CMA (AAMA)
Director, Medical Assistant Program/Medical Office Administration Program

<http://www.tcc.edu/healthprofessions>
kmcnamara@tcc.edu

MDA pkt 10/10st

TIDEWATER COMMUNITY COLLEGE
HEALTH PROFESSIONS DIVISION
Virginia Beach Campus

MEDICAL ASSISTANT PROGRAM

The Medical Assistant Program will prepare medical assistant students for work in the pre-hospital and hospital environment in addition to physicians' offices, urgent care facilities, and nursing homes. Graduates will be prepared to perform traditional medical assistant responsibilities including administrative and clinical duties.

Students will rotate through a variety of clinical settings during the medical assistant externship. Clinical affiliates for medical assistants will include nursing homes, urgent care centers, hospitals and physician's offices.

Students will be given the opportunity to complete an Associate of Science degree, which will facilitate transfer to the Bachelor of Science in Health Science at Old Dominion University.

A. Program Goals

1. To provide the community with multi-skilled health care practitioners that are prepared at a national standard.
2. To provide a multi-skilled health care practitioner who is competent in the urgent care, physician's office, hospital, and long-term care environment.
3. To provide the students with a career that is easily articulated with other established health care careers, i.e., nursing, paramedic, respiratory therapy, and medical technology.

B. Requirements

1. Entrance
 - a. Student must complete the college placement test for English, reading, and math or have equivalent transfer coursework. Placement into ENG 111 and testing out of MTH 3 is required.
 - b. Student must have completed the following high school courses:
 - 3 years high school English 3
 - 2 years high school math including Algebra I
 - 1 year high school biology or College BIO 100
 - c. Student must be able to type 35 wpm. As part of the selection process, a computerized, timed typing test will be given. The test can be completed at the Virginia Beach Campus Office of Student Employment Services in the Princess Anne Building, Room A-114. The office is open Monday and Tuesday from 9:00 a.m. to 6:30 p.m., Wednesday and Thursday from 9:00 a.m. to 5:00 p.m., and Friday from 9:00 a.m. to 2:00 p.m. No appointment is necessary. Practice time will be provided before the testing in order to acquaint you with the computer. Please do not bring children, as they are not permitted in the test room.
 - d. Student must have CPR-Healthcare Provider certification before beginning the clinical portion of the program by **December 1**. This can be obtained by taking the CPR one (1)-credit course, a non-credit CPR class, or have your current CPR card evaluated for credit. You must be certified from January through August.
 - e. Student must submit a physical examination that certifies the student is physically able to participate in the clinical portion of the program by **December 1**.
 - f. Student must meet technical standards for program.
 - g. Student must follow college guidelines for articulated programs.

2. Continuation Requirements

Student must maintain an average of "C" overall. A student who receives one "D" in a core course will be permitted to remain in the program at the program director's discretion. A student who receives two "D's" in core courses will be withdrawn from the program.

3. Exit Requirements

- a. All medical assistant competencies must be completed.
- b. Student must have completed a 320-hour internship in a doctor's office, nursing home, hospital, and/or urgent care center.

PLEASE NOTE: In order to be considered for entrance into the program you must submit a *completed* packet by **June 15** containing:

- 1. Completed prerequisites for the program: One year high school biology or college BIO 100; placement into ENG 111; Completion of, or test out of MTH 3; ITE 115 or equivalent; CPR-Healthcare Provider card; and the ability to type 35 WPM**
- 2. Application to program**
- 3. Check-off sheet**
- 4. Copy of Typing Test Completion**
- 5. Copy of unofficial transcript(s)**

ACCREDITATION: The Tidewater Community College, Virginia Beach Campus, Medical Assisting Program is accredited by the Commission on Accreditation of Allied Health Education Programs Education Review Board (www.CAAHEP.org), upon the recommendation of the Medical Assisting Education Review Board (MAERB).

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

BACKGROUND CHECKS: Prospective students are hereby notified that certain medical facilities require both criminal/sex offender background checks as well as drug screens prior to being authorized to attend clinical. The cost of the background check is the responsibility of the student.

Tidewater Community College maintains and promotes equal opportunity without regard to ethnicity, color, gender, age (except where gender or age is a bona fide occupational qualification), religion, handicap, national origin, or other non-merit factors. Disclosure of social security number, age, gender, and ethnicity is optional.

MEDICAL ASSISTANT PROGRAM
ADMISSIONS PROCESS CHECKOFF LIST

The following steps must be completed before the **June 15** deadline for admissions.

Please check each item as you complete it.

- _____ 1. Obtain a Medical Assistant Program Packet to learn more about the program, including frequently asked questions. Packets are available at the Welcome and Entry Service Center on the Virginia Beach Campus (757-822-7172); the Counseling office (757-822-7211); TCC Information Center (757-822-1122); or from the Health Professions Division website: www.tcc.edu/healthprofessions.
- _____ 2. Complete and return an Application for Admission to Tidewater Community College to the TCC Virginia Beach Campus Welcome and Entry Service Center in the Princess Anne Building, Room A-111.
- _____ 3. Take the TCC English and math placement tests if required. It is recommended you take them as soon as possible to allow adequate time to take any developmental courses required prior to taking any MDA courses. Consult the Counseling Center for information concerning your need to take these tests and for times given.
- _____ 4. Submit the *completed** Health Professions Program Application form/packet for the Medical Assistant Program to Gloria Singleton, Health Professions/Domicile Room A-100A, Tidewater Community College, 1700 College Crescent, Virginia Beach, VA 23453 by the June 15 application deadline.
- _____ 5. Have official college transcripts sent directly to Tidewater Community College Central Records Office, PO Box 9000, Norfolk, VA 23509-9000 from the appropriate institution's registrar. Student copies are not acceptable. Missing transcripts are the greatest cause of delay in the application process and are the applicant's responsibility. Any college course work transferred to TCC requires a transcript evaluation.
- _____ 6. Complete the on-line "Request for Evaluation of Previous Higher Educational Experiences" form or you may print and send it to the Central Records Office, Tidewater Community College, PO Box 9000, Norfolk, VA 23509-9000. This form is located on the website at: <https://www.tcc.edu/secure/forms/evaluationrequest.php>
- _____ 7. Take ITE 115 (Introduction to Computer Applications and Concepts), or show computer competency by completing the ITE competency exam in the Testing Center, Room G-108 in the Virginia Beach Building. Please call 822-7390 to schedule your exam.
- _____ 8. As part of the selection process, a computerized, timed typing test will be given. The test can be completed at the Virginia Beach Campus Office of Student Employment Services in the Princess Anne Building, Room A-114. The office is open Monday and Tuesday from 8:30 a.m. to 6:30 p.m.; and Wednesday, Thursday, and Friday from 8:30 a.m. to 5 p.m. No appointment is necessary. Practice time will be provided before the testing in order to acquaint you with the computer. Please do not bring children, as they are not permitted in the test room. Typing results should be placed in the completed program application packet by **June 15**.
- _____ 9. *Completed packets contain: **1)** Completed prerequisites for the program: One year high school biology or college BIO 100; placement into ENG 111; Completion of, or test out of MTH 3; ITE 115 or equivalent; CPR-Healthcare Provider card; and the ability to type 35 WPM; **2)** Application to program; **3)** Check-off sheet; **4)** Copy of Typing Test Completion; and **5)** Copy of unofficial transcript(s).

Name: _____ Date Entered TCC: _____

SIS ID: _____ Counselor: _____

Medical Assisting (166) Certificate: Medical Assisting

SEMESTER 1 Fall

Prerequisite	Course No	Course Title	Credits	When Taken	Grade
Pre-test	ENG 111	English Composition I ¹	3	_____	()
_____	HLT 105	Cardiopulmonary Resuscitation	1	_____	()
_____	HLT 130	Nutrition and Diet Therapy	1	_____	()
Admission to Program	MDA 100	Introduction to Medical Assisting	1	_____	()
Admission to Program	MDA 101	Medical Assistant Science I	4	_____	()
Admission to Program	MDA 203	Medical Office Procedures	3	_____	()
Admission to Program	MDA 207	Medical Law and Ethics	2	_____	()
_____	SDV 101	Orientation to Health Care	<u>1</u>	_____	()
		Semester Total	16		

SEMESTER 2 Spring

Prerequisite	Course No	Course Title	Credits	When Taken	Grade
Admission to Program	MDA 102	Medical Assistant Science II	2	_____	()
Admission to Program	MDA 104	Medical Assistant Science IV	3	_____	()
Admission to Program	MDA 190	Coordinated Internship in Medical Assisting	1	_____	()
Admission to Program	MDA 190	Coordinated Internship in Medical Assisting	2	_____	()
Admission to Program	MDA 208	Medical Office Coding	2	_____	()
Admission to Program	MDA 209	Medical Office Insurance	2	_____	()
Admission to Program	MDA 221	Diagnostic Laboratory Procedures	<u>4</u>	_____	()
		Semester Total	16		

Name: _____ Date Entered TCC: _____

Empl ID: _____ Counselor: _____

SEMESTER 3 Summer

Prerequisite	Course No	Course Title	Credits	When Taken	Grade
Admission to Program	MDA 103	Medical Assistant Science III	2	_____	()
Admission to Program	MDA 107	Pharmacology for Medical Assistants	2	_____	()
Admission to Program	MDA 190	Coordinated Internship in Medical Assisting	5	_____	()
Admission to Program	MDA 210	Medical Office Software Applications	1	_____	()
_____	_____	Social Science Elective ²	<u>3</u>	_____	()
Semester Total			13		
Total Minimum Credits			45		

¹Placement test or prerequisite required.

²Eligible courses are listed on page 33 of the 2010-2011 catalog. See your academic advisor or counselor to choose the appropriate course(s). The program recommends PSY 201 as a Social Science Elective.

NOTES:

The following college courses are prerequisites to the program: One year high school biology or college BIO 100; placement into ENG 111; Completion of, or test out of MTH 3; ITE 115 or equivalent; CPR-Healthcare Provider card; and the ability to type 35 WPM. A physical exam is required once accepted into the program.

- Evidence of CPR for Healthcare Providers must be completed by the start of MDA 190.
- **Typing speed 35 wpm.** As part of the selection process, a computerized, timed typing test will be given. The test can be completed at the Virginia Beach Campus Office of Student Employment Services in the Princess Anne Building, Room A-114. The office is open Monday and Tuesday from 8:30 a.m. to 6:30 p.m.; and Wednesday, Thursday, and Friday from 8:30 a.m. to 5 p.m. No appointment is necessary. Practice time will be provided before the testing in order to acquaint you with the computer. Please do not bring children, as they are not permitted in the test room.
- **ITE 115 (Introduction to Computer Applications and Concepts)**, or show computer competency by completing the ITE competency exam in the Testing Center, Room G-108 in the Virginia Beach Building. Please call 822-7390 to schedule your exam.
- **You must successfully complete MDA 101, MDA 203, and MDA 207 before you can take MDA 208, MDA 209, MDA 210, and MDA 190.**
- Perspective students are hereby notified that there is a possibility of a criminal/sex offender background check for certain internship placements that maybe required for graduation. The cost of the background check is the responsibility of the student.
- Program requirements may change in accordance with federal, state, or industry standards. Call 822-7255 for the most current information.