



TIDEWATER COMMUNITY COLLEGE
From here, go anywhere.™

VIRGINIA BEACH CAMPUS

Dear Applicant:

Thank you for your interest in the Medical Office Administration Program. This career studies program represents the administrative (front office) portion of the classes included in the Medical Assistant certificate program at the college. This program will provide you with valuable information for use in a doctor's office, an urgent care center, hospital, or medical coding and billing facility.

This information packet includes all forms necessary to apply to the Medical Office Administration program. Enclosed is a list of requirements for entry into the program (located under the notes section after the curriculum guide sheet), a curriculum sheet with all courses you will be expected to take, and a Medical Office Administration Program Application form 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, or stop by any campus and fill out an application, or on-line at www.tcc.edu/healthprofessions.

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 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.

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 a general program information Open House 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

MOApkt 10/10st

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

CHESAPEAKE

NORFOLK

PORTSMOUTH

SUFFOLK

VIRGINIA BEACH

TIDEWATER COMMUNITY COLLEGE
HEALTH PROFESSIONS DIVISION
Virginia Beach Campus

MEDICAL OFFICE ADMINISTRATION PROGRAM

The Medical Office Administration Program will prepare students for work in the pre-hospital and hospital environment in addition to physicians' offices, urgent care facilities, and billing companies. Graduates will be prepared to perform traditional medical office responsibilities including administrative duties.

Students will be assigned to a clinical setting during the externship to perform skills learned in the classroom.

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. Requirements

1. Entrance

- a. Student must complete the college placement test for English, and reading, or have equivalent transfer coursework. Placement into ENG 111 is required.
- b. Student must have completed the following high school courses:
 - 3 years high school English 3
 - 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 Princes 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 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 by December that certifies the student is physically able to participate in the clinical portion of the program.
- f. Student must meet technical standards for program.

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 office administration competencies must be completed.
- b. Student must have completed a 100 -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; 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)**

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.

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MEDICAL OFFICE ADMINISTRATION 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 Office Administration Packet to learn more about the program. 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 located at: 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 placement tests if required. It is recommended you take it as soon as possible to allow adequate time to take any developmental courses required prior to taking any MOA courses. Consult the Counseling Center for information concerning your need to take these test 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
- _____ 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.
- _____ 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: _____

Empl ID: _____ Counselor: _____

Medical Office Administration (093) Career Studies: Medical Office Administration

SEMESTER 1 Fall

Prerequisite	Course No	Course Title	Credits	When Taken	Grade
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	<u>2</u>	_____	()
Semester Total			9		

SEMESTER 2 Spring

Prerequisite	Course No	Course Title	Credits	When Taken	Grade
Admission to Program	MDA 190	Coordinated Internship in Medical Assisting	<u>2</u>	_____	()
Admission to Program	MDA 208	Medical Office Coding	2	_____	()
Admission to Program	MDA 209	Medical Office Insurance	<u>2</u>	_____	()
Semester Total			6		

SEMESTER 3 Summer

Prerequisite	Course No	Course Title	Credits	When Taken	Grade
Admission to Program	MDA 210	Medical Office Software Applications	<u>1</u>	_____	()
Semester Total			1		

Total Minimum Credits 16

NOTES:

➤ **(Prerequisites)**

- **English placement test.** Placement into ENG 111 is required.
- **One year high school biology or college BIO 100**
- **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 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.
- **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.**

➤ Prospective students are hereby notified that there is a possibility of a criminal/sex offender background check for certain internship placements required for graduation. The cost of the background check is the responsibility of the student.

➤ Evidence of CPR for Healthcare Providers must be completed by the start of MDA 190.