

# Tarrant County College District

## Trinity River East Campus-Medical Assistant Program



# Introduction to Medical Assistant

## Certificate in Medical Assistant

### Introduction

- Medical assisting is one of the nation's careers growing much faster than average for all occupations, according to the United States Bureau of Labor Statistics, attributing job growth to the following:
  - Predicted surge in the number of physicians' offices and outpatient care facilities
  - Technological advancements
  - Growing number of elderly Americans who need medical treatment



# Medical assistant

## Job responsibilities

- **Medical assistants are cross-trained to perform administrative and clinical duties.**
- **Here is a quick overview (duties vary from office to office depending on location, size, specialty, and state law):**
  - **Administrative Duties (may include, but not limited to):**
    - Using computer applications
    - Answering telephones
    - Greeting patients
    - Updating and filing patient medical records
    - Coding and filling out insurance forms
    - Scheduling appointments
    - Arranging for hospital admissions and laboratory services
    - Handling correspondence, billing, and bookkeeping



# Medical assistant: Job responsibilities

- **Clinical Duties (may include, but not limited to):**
  - Taking medical histories
  - Explaining treatment procedures to patients
  - Preparing patients for examination
  - Assisting the physician during exams
  - Collecting and preparing laboratory specimens
  - Performing basic laboratory tests
  - Instructing patients about medication and special diets
  - Preparing and administering medications as directed by a physician
  - Transmitting prescription refills as directed
  - Drawing blood
  - Taking electrocardiograms
  - Removing sutures and changing dressings



# Career Opportunities

## Where can I work as a Medical Assistant

- **Physician's office**
- **Ambulatory Clinics**
- **Podiatry clinics**
- **Specialist clinics**
- **Chiropractic Clinics**
- **Laboratory**
- **Hospitals**
- **Insurance Company**

**Average Starting  
Wage \$ 19.09 /hr**



# Program Content :

## 1<sup>st</sup> Semester

- **40** credit hours to earn the certificate
- **2** semesters to complete the MA Program
- **Courses:**
  - **Term I**
    - **HPRS 1206 Essentials of Medical Terminology**
    - **MDCA 1310 Medical Assistant Interpersonal and Communication Skills**
    - **MDCA 1409 Anatomy and Physiology or Biol 2401 Anatomy and Physiology**
  - **Term II**
    - **HPRS 1304 Basic Health Profession Skills**
    - **MDCA 1352 Medical Assistant Lab Procedure**
    - **MDCA 1417 Procedures in Clinical Setting**
    - **MDCA 1160 Clinical Experience**



# Program Content

## 2<sup>nd</sup> Semester

- **Term III**
  - **MDCA 1321 Administrative Procedures**
  - **MDCA 1448 Pharmacology and Administration of Medication**
  - **MDCA 1302 Human Disease and Pathophysiology.**
  - **MDCA 1161 Clinical Experience**
- **Term IV**
  - **MDCA 1343 Medical Insurance**
  - **MDCA 1305 Medical Law and Ethics**
  - **MDCA 1254 Medical Assistant Credentialing Exam Review**
  - **MDCA 162 Clinical Experience**

# Hybrid Weekend Program

- **Classes are held face to face, online and/ or hybrid.**
  - **In person and hybrid sessions are held on Fridays, Saturdays, and / or Sundays from 8 AM to 6 PM .**
- **Clinical Experience**
  - **Held two days per week (Monday-Thursday)**
  - **20 plus weeks**
  - **Requires at least 195 hours to graduate**





# Cost of the Program

- **\$ 2,760: approximate cost of the program (In-District Tuition)**
- **(Does not include books, immunization, or other program-related fees)**
- **Compare to : Private Institution in FT Worth**
- **Brightwood College / Arlington ---- 18 months ----- \$ 29,500**
- **College of Healthcare Profession ----9 months----- \$ 15,800**
- **Remington College ----- 12 months ----- \$ 15,161**



# Medical Assistant: Admission Process

- After being accepted to TCC, you must meet the following requirements to be eligible to submit a separate application to the program.
  - **Am I eligible to apply?**
    - No minimum GPA required for this program.
    - You must have a high school diploma or GED.
    - You must be a minimum of 18 years of age in order to attend the clinical portion of the program.
    - You must [apply to TCC](#), be accepted as a student and get a TCC Student ID number **before** you apply to the MA Program.
    - We **require** that you submit a **copy** of your **current** CPR BLS card with your application to the program.

# Medical Assistant

## Admission Process Cont.

- You must meet [performance requirements](#) to ensure patient safety and welfare.
- Provide records of immunization.
  - 2 doses Hep A
  - 3 doses Hep B
  - 2 doses MMR
  - 2 doses Varicella
  - Current Tdap
  - TB skin test /or TB blood test

# Application Timeline

- **Fall Admission**
  - May 1–July 31: Application for fall admission available
  - July 31: Application deadline for fall admission.
  - No late applications accepted.
  - August: Applicants notified of their status
  - Application must be completed to be considered



# Post-Acceptance Requirement

After being accepted into the program, students must:

- Submit proof of health insurance
- Submit seasonal influenza vaccination (get it in Aug/ Sept)
- Provide a physical exam completed by a physician

In September / October, instructors will provide instructions for:

- Drug Screening
- Background Check

These will be processed through CastleBranch

# Certification Exam Through NCCT

## 1. National Certified Medical Assistant Exam (NCMA)

- Offered by the National Center for Competency Testing (NCCT)
  - 150 questions
  - 3-hour exam
  - Cost \$ 119



## 2. National Certified Phlebotomy Technician Exam (NCPT)

- As a Medical Assistant student , you are eligible if you meet the following requirements:
  - 50 successful venipunctures
  - 10 capillary punctures
  - 125 questions
  - 3- hour exam
  - Cost \$ 119

**Do you have any questions?**

**Email**

- **CTE Allied Health Advisors**
  - **Kimberlyn Moore Bebrossard**
  - **Kimberlyn.mooredebroossard@tccd.edu**
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- **Program Director: Miguel Gonzalez, MT(ASCP), RMA(AMT), MA**
  - **Miguel.gonzalez@tccd.edu**

