

## 2007-08 Catalog: Programs of Study

### Medical Assisting (5648)

#### Workforce Certificate

#### Mission Statement

Creating competent, ethical, confident entry-level health care practitioners committed to professional development through life-long learning in a positive, non-discriminatory and supportive learning environment.

#### The Program

This program prepares students for a career in the multi-skilled field of medical assisting, which includes instruction in the performance of administrative and clinical skills. The program is designed to prepare students to assist in all aspects of medical practice under the supervision of a physician, assist with client care management, execute administrative and clinical procedures, communicate effectively, adhere to ethical and legal standards of medical practice, and recognize and respond to client needs. Clinical experiences will be provided in physicians' offices, ambulatory care centers, clinics, hospitals and hospital outpatient clinics.

#### Cost

Estimated cost of tuition is \$2,532 (tuition rated for Florida residents, as of 7/06). Contact the program manager for additional costs (textbooks, fees, materials).

#### Application Procedure

To meet minimum requirements for consideration for acceptance to the Medical Assisting program, students must submit:

1. a completed application to the medical assisting program,
2. a high school completion transcript, college transcript or copy of General Education Development (GED) scores,
3. evidence of current CPR certification — adult, child and infant (achieved through an American Heart Association approved **Basic Life Support (BLS) Course for Health Care Providers**, that includes hands-on simulated experiences).

The Test of Adult Basic Education (TABE) is a major criterion in a student's completion of the program. Students who fail to meet the State of Florida's designated exit score will be required to complete the Vocational Preparatory Instruction (VPI). In order to complete the program successfully, students must achieve or surpass the designated exit score(s). See **Standards of Academic Progress**.

#### Need More Information? Contact:

**Jalaine Buford**, North Campus, 904.766.6585  
Or call 904.766.6581

#### Curriculum

Course Number and Title	Contact Hours	Workforce Credits
<b>*VPI 0100</b> Basic Reading Skills		
<b>*VPI 0200</b> Basic Mathematical Skills		
<b>*VPI 0300</b> Basic Language Skills		

<b>HCP 0001</b>	Health Careers Core	90	3.00
<b>HCP 0103</b>	Nursing Related Core	149	5.00
<b>HCP 0780</b>	Allied Health Assistant	150	5.00
<b>MEA 0560</b>	Medical Assisting I	100	3.50
<b>MEA 0565</b>	Medical Assisting II	194	6.50
<b>MEA 0566</b>	Medical Assisting III	140	4.50
<b>MEA 0567</b>	Medical Assisting IV	477	16.00
	<b>Total Contact Hours</b>	<b>1,300</b>	<b>43.50</b>

\*Students who have satisfactory test scores are not required to take these courses.

### Record of Conviction of a Crime

Most clinical agencies require students to undergo drug screening and criminal background checks prior to placement in the agencies for clinical experiences. Students whose drug screening and criminal background checks are deemed unsatisfactory may be denied access to clinical experiences by the clinical agencies. Failure to qualify for and meet clinical requirements at clinical sites may prevent completion of the program. Withdrawal from the program may be necessary if students cannot be placed for clinical experiences.

The cost of the background check and drug screen is borne by the student. Additionally, it is the student's responsibility to have all paperwork completed by the program's published deadline.

Students who are unable to complete the clinical requirements after acceptance into selective access programs are not eligible for refunds of tuition.

A physical examination will be required upon acceptance to the program.

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To request information, contact the Learner Support Center at [info@fccj.edu](mailto:info@fccj.edu) or 904.646.2300.

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