Division of Health Sciences

**Medical Assisting Application Checklist**

**To be accepted into the Medical Assisting program students must complete the following:**

\_\_\_\_\_Be at least 18 and have a high school diploma or GED

\_\_\_\_\_Prove college readiness in reading, writing, & basic algebra

 \_\_\_\_\_ Submit College Transcripts

\_\_\_\_\_ SAT scores (Within last 3 years)

\_\_\_\_\_ Schedule Accuplacer exam Date\_\_\_\_\_\_\_\_\_\_\_\_ Time\_\_\_\_\_\_\_\_\_\_\_\_

For info. or online practice go to **accuplacerpractice.collegeboard.org**

 **\***Set up your account

 **\***Choose “Next Generation” test version

 **\***Start with “Learn as you go” and then “Sample Test”

 \_\_\_\_\_Complete the Online Application

 \_\_\_\_\_Submit $100.00 commitment fee (non-refundable)

 \_\_\_\_\_Complete FASFA and/or determine other payment options

\_\_\_\_\_Completion of eligibility process with local Career Link office.

\_\_\_\_\_Schedule and attend an information session (prior to Orientation of the upcoming class)

**Please Note:**

* **The Medical Assisting program consists of significant computer usage. Therefore, it is required for students to have their own laptop or submit a request for a loaner laptop for use for the duration of the program.**
* **In order for students to remain enrolled in the program and be placed clinically, students are required to submit and upload to EXXAT the following documentation within 12 weeks of starting the program:**
* Completed Medical Examination Form
* Provide updated immunization records (this process may necessitate titers drawn and boosters given)
* Provide a **negative** 10 panel urine drug screen result
* All 3 background checks including Child Abuse Clearance, FBI Fingerprint, and PA State.
	+ **All background checks must be free of misdemeanor or felony charges preventing clinical placement.**

**EXXAT**

EXXAT is a consumer reporting agency that Lackawanna College Medical Assisting program uses for the purpose of compliance tracking and securely storing confidential medical and background clearance records for students. The cost of this service is included in the tuition cost of the Medical Assisting program.

**The following is the timeline for submitting all program documentation and requirements.**

* **Pre-Acceptance-** Once a student decides to enter in the Medical Assisting program they must complete the following:
	+ **Fill out the Online Application**
	+ **Take the Accuplacer, submit SATs, or submit prior college transcripts**
	+ **Meet with Financial Aid and/or Local Career Link**
	+ **Schedule an Information session**
* **Information session-** Students will receive an overview of the program and profession, receive all program documents and have them reviewed with them, and have an opportunity to have questions addressed. The documents will include:
	+ **Program Application**
	+ **Emergency Contact Form**
	+ **Medical Examination Form**
	+ **Health Immunization Form**
	+ **Technical Standards and Academic Expectancy Form**
	+ **Student Confidentiality Form**
	+ **Student Substance Policy Form**
	+ **Waiver of Liability**
	+ **Program Pregnancy Policy**
	+ **COVID Attestation Form**
* **Acceptance/Enrolled-** Students are accepted and enrolled into the Medical Assisting program upon:
	+ **Completion of the Pre-Acceptance process**
	+ **Attending an Information session**
	+ **Pay $100 Commitment Fee**
	+ **Submit completed and signed program documentation highlighted above**
* **Orientation Day 1** (One week Prior to classes starting)-
	+ Students will receive textbooks, program handbooks, and review program policies and Syllabus.
	+ Students will register for all electronic resources, portal, and school email accounts.
	+ Student ID photos will be taken
	+ Submit request/application for laptop loaner (if desired)
* **Orientation Day 2-** Students are to hand in the signed Acknowledgement page from the program handbook.
	+ Enroll in EXXAT and register for the following:
		- 10 Panel Urine Drug Screen (student must pay)
		- FBI Fingerprint Background (student must pay)
		- Pa State Criminal Background (student must pay)
		- Child Abuse History Clearance (Student must pay)
	+ Download Lockdown Browser on your laptop
* **CPR Certification-** CPR certification is a requirement of the course and training will be provided as part of the curriculum. The cost of the certification is the student’s responsibility and must be paid at the time of training.

**PLEASE NOTE:**

* **Any** **student that provides a positive drug screen or shows a felony or misdemeanor charge on their clearance reports that will prevent clinical placement will not be accepted and/or will be dismissed from the program as per the Division of Health Science Code of Conduct.**

**Course Info**

**Medical Assisting**

This course will provide in-depth instruction in both administrative and clinical skills expected for entry-level positions in a healthcare setting.

Students will develop skills in front office administration with an introduction to health insurance and basic billing practices, scheduling, electronic health records, data entry, keyboarding skills, office management, along with legal and ethical aspects applicable to any healthcare environment.

 The clinical (back office) portion focuses on direct patient contact with clinical and laboratory skills. Students will learn about nutrition, how to handle office emergencies, prepare and assist with minor office surgical procedures, ECG’s, phlebotomy, lab screenings, injections, patient assessments and vitals, and other clinical procedures.

This course also has a heavy emphasis on Medical Terminology. Students will learn word structure and how medical terms are formed and common terms related to the whole body. Each body system is covered and includes moderate coverage of anatomy and physiology. In addition, students learn to observe Universal Precautions, OSHA regulations, HIPAA requirements, and patient confidentiality.

The program is designed to assist students to enhance critical thinking abilities and their interpersonal skills. The course includes 698 classroom and lab hours, and 51 online hours. After successful completion of the coursework, students will then go on to complete an additional minimum of 160 hours of a clinical internship. The entire program hours are 909.

**Tuition and Fees**

Any student accepted within the Medical Assisting program at Lackawanna College will be responsible for all tuition and fees needed to complete the entirety of the program including, but not limited to costs of additional appropriate clinical attire, travel expenses for attending clinical sites, transportation costs while commuting to school, and other costs related to this program. Students must have their financial aid and/or tuition arrangements completed prior to starting classes.

**Commitment Fee**- $100- (Non-Refundable)

**Medical Assisting Tuition**- $10,000

**Tuition costs for the Medical Assisting program covers the following:**

* Books
* Lab supplies
* 1 set of scrubs (Top, Pants, Lab Coat)
* Liability Insurance
* National Certification Exam (Initial attempt only)
* Study Material for National Certification Exam
* Access to online practice test for National Certification Exam
* EXXAT Account

**Additional Costs**

There are additional costs in the Medical Assisting program beyond the tuition at Lackawanna College. These costs may include but are not necessarily limited to:

* Health examination, tests, and immunizations
* Any additional requirements as set forth by the Clinical Education Site
* Binders, and other personal school supplies
* Personal transportation costs to Lackawanna College for classes
* Transportation cost to clinical sites
* CPR certification
* Additional Scrubs for lab and clinical
* Name Tag ($5.00 fee if lost)
* Drug testing (10 panel) if second test is required or randomly chosen.
* Flu Shot (recommended, and required if it is the specific policy of the clinical site that the student is attending)
* Covid Shot (recommended, and required if it is the specific policy of the clinical site that the student is attending)
* Stethoscope
* Watch with a second hand

**Financial Assistance**

The Medical Assisting program is financial aid eligible through Title IV funding and by completing the FASFA. Students should work with Financial Aid in advance to make all payments to the institution prior to engaging in didactic or clinical work. Students are financially responsible for all cost associated with the program. The Medical Assisting program strongly urges all students to meet regularly with a financial advisor.

* + - Medical Assisting Students may also inquire for financial assistance through their local Career Link office.

**Transfer Non-Credit to Credit**

Students successfully completing many Continuing Education certificate programs are eligible to transfer certain coursework into Lackawanna College credit.

**Please note:**

These are **internal credits** to only be used at Lackawanna College. These credits will not transfer to another institution. Likewise, because Medical Assisting is a certificate program, credits from other institutions will not transfer into the Lackawanna College Medical Assisting program.

Internal credits received from the successful completion of the Medical Assisting program are as followed:

