



Metropolitan Community College's Medical Assisting program is a one-year certification program designed to give students the knowledge and skills to provide administrative and clinical support to health care employers, including hospitals, physicians' offices, and nursing and residential care facilities.

One of the fastest growing health care occupations today is the medical assistant. Medical assistants may be called upon to provide clinical assistance in everything from obtaining patient history and vital signs to vena puncture and assisting with minor surgeries and medical procedures. In addition, medical assistants may be called upon to perform administrative/managerial duties, such as scheduling appointments and ordering supplies, or assisting with the hiring and/or evaluation of employees.

Upon completion of the Medical Assisting program, students will be eligible to take the national certification exam, which increases earning potential.

Application timeline

QUARTER START	FALL QUARTER	SPRING QUARTER
Application deadline	July 1	Jan. 15
Applicants notified	End of July	End of January
Format/Campus	Day classes South Omaha Campus	Evening classes South Omaha Campus
Accepted	20 per quarter	20 per quarter

Information subject to change without notice.

Any class that is completed through a CLEP test will receive a grade of C when being evaluated for the Medical Assisting program acceptance.

The Medical Assisting program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of Medical Assisting Education Review Board (MAERB).

Schedule changes (such as dropping a course) are the responsibility of the student. The changes must follow College procedures, refund policies and deadlines at all times. Students are not always entitled to refunds for classes that are dropped, depending on when the courses are dropped. Students are responsible for any tuition and fees that are not refunded.

Contacts

Health Careers Office
South Omaha Campus
Mahoney Building, room 519
531-MCC-4791

Admission process

Within 30 days of the application deadline, all applications will be reviewed. Applicants are notified of admission status by U.S. mail. Applicants must be a minimum of 18 years old to apply. Applicants determined to be eligible for admission will be ranked according to the following factors:

- The applicant's GPA of the pre-entrance courses as of the application deadline
- Applicants are required to take an entrance exam as part of the application process for the Medical Assisting program. An appointment must be made for the exam at one of the College's Campus Testing Center locations. *For locations and hours information, visit mccneb.edu/Prospective-Students/Student-Tools-Resources/Testing-Services/Testing-Center-Locations-and-Hours.*
- Completion of all admission requirements and program application by the application deadline date
- Attend mandatory orientation after acceptance
- Proof of immunizations
- Final admission will be based on receipt of completed background/abuse check and drug screening. Details regarding types of tests and approved vendors will be provided upon admission acceptance.
- Students must meet with an MCC academic advisor to complete their application process

Admissions note: Submission of application does not guarantee acceptance. Application must be complete and legible.

Requirements *Prerequisites may exist for general courses. Refer to the College catalog.*

General Education requirements 13.5 credit hrs

ENGL 1010	English Composition I	4.5
MATH 1240	Technical Mathematics OR	4.5
MATH 1312	Intermediate Algebra (required for associate degree) MATH 1240 does not count toward nursing admission or a Professional Health Studies degree. Those students should take MATH 1312 or a higher-level MATH course.	4.5
PSYC 1120	Human Growth and Development	4.5

Additional admission requirements 6.0 credit hrs

BIOS 1310	Survey of Human Anatomy and Physiology Students can choose to substitute BIOS 2310 for BIOS 1310. BIOS 2310 and 2320 are required for the Nursing program.	5.0
EMSP 1000	Cardiopulmonary Resuscitation*	1.0

Major requirements 70.0 credit hrs

HIMS 1150	Introduction to Medical Law and Ethics	4.5
MDST 1010	Clinical Procedures I	6.0
MDST 1020	Administrative Procedures I	4.5
MDST 1030	Medical Disorders	3.5
MDST 1040	Clinical Terminology I	4.5
MDST 1050	Clinical Terminology II	4.5
MDST 2010	Clinical Procedures II	6.0
MDST 2020	Administrative Procedures II	4.5
MDST 2030	Laboratory Techniques	3.5
MDST 2110	Pharmacology for Medical Assistants and Allied Health Professionals I	4.5
MDST 2120	Pharmacology for Medical Assistants and Allied Health Professionals II	4.5
MDST 2980	MDST Externship	18.5
WORK 1402	Employability Skills Fundamentals	1.0

**CPR must be completed before the fourth quarter of the program.*

The English, math and science requirements must be completed by the application deadline date.

Extra credit: Applicants may receive up to two extra points for completion of the following courses by the application deadline:

HIMS 1150 (1 point)

PSYC 1120 (1 point)

Students are strongly encouraged to complete both of these courses before beginning the program; however, PSYC 1120 can be taken the first quarter of the program, and HIMS 1150 can be taken the third quarter.

For a complete description of courses, visit mycatalog@mccneb.edu.

It is recommended the student keep a copy of all required paperwork. Copies of paperwork will not be available after the end of the quarter.



All health care students are required to meet definite standards for the profession and for practical performance. Upon acceptance into one of the aforementioned courses/programs, students will be expected to sign the following document validating their ability to meet the stated requirements.

The following are specific requirements of all students:

- Ability to stand, sit, walk, push and squat
- Ability to lift and/or carry 25 pounds
- Ability to reach in forward, lateral and overhead motions
- Ability to climb stairs
- Ability to distinguish distance, colors, objects and persons
- Ability to demonstrate depth perception
- Ability to hear conversation, monitor equipment, perform auscultation, use telephone and distinguish background noise
- Ability to distinguish sharp/dull and hot/cold
- Ability to perform fine and gross motor skills with both hands
- Ability to think clearly and calmly in stressful situations
- Ability to communicate effectively, verbally and in writing, using appropriate grammar, spelling and vocabulary
- Ability to work cooperatively with others

I have read the above technical standards and acknowledge that I can comply with each of them.

Applicant signature

Social Security or student ID number

Printed name

Date



Application deadline: July 1 for fall quarter start; Jan. 15 for spring quarter start

Personal (print or type)

Full legal name _____
(last) (first) (full middle) (maiden)

Social Security _____

MCC student ID _____

Home address _____
(street) (city) (state) (ZIP)

Telephone (required) _____
(home) (work) (cell)

Email _____
(MCC email account) (personal email account)

Gender: ☐ male ☐ female ☐ prefer not to answer Birth date _____
(month) (day) (year)

Employer _____
(name) (address)

Marital status: ☐ single ☐ married ☐ widowed ☐ divorced

U.S. citizen: ☐ yes ☐ no

If no, type of visa: ☐ student ☐ permanent ☐ other _____

Have you previously enrolled at MCC? ☐ yes ☐ no dates _____

Do you have a ☐ high school diploma or ☐ GED year received _____

Name of granting institution _____

Address of granting institution _____
(street) (city) (state) (ZIP)

Colleges previously attended other than MCC (if applicable):

(In order to complete the application process, all colleges/universities you have attended must send an official academic transcript to Metropolitan Community College, Records, P.O. Box 3777, Omaha, NE 68103-0777 or transcripts@mccneb.edu.)

College	Address	Dates attended
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____



Furnishing the following information is not a requirement for admission and will not be used in admission discussions. The data will be used for statistical purposes only.

Are you:

- ☐ Hispanic/Latino
☐ Non-Hispanic/Latino

For those individuals who are non-Hispanic/Latino, select one or more of the following:

- ☐ American/Alaska Native
☐ Asian
☐ Black or African American
☐ Hawaiian/Pacific Islander
☐ White

I certify that to the best of my knowledge, the information furnished in this application is true and complete. I agree that if such information or any other information upon which my admission is based is not true or complete, the College may rescind my acceptance. I further agree that I will abide by the rules and regulations of the College including but not limited to those rules contained in the current College catalog.

I acknowledge that all official transcripts that I forward to the College become the property of the College and will not be forwarded to another institution or returned to me.

Submit your completed application, technical standards form and checklist to any MCC academic advisor, or place it in the drop-box outside of the Health Careers office on the MCC South Omaha Campus (Mahoney, room 519).

Final admission will be based on receipt of a completed background check, drug screening results and eligibility to attend clinical at all health care organizations partnered with the program. Please review the admission process information on the program webpage for full details.

Applicant signature _____

Date _____

Printed name _____

Application timeline

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ACCREDITATION: The Metropolitan Community College Medical Assisting program is accredited by the Commission on Accreditation of Allied Health Education Programs (caahep.org) upon the recommendation of the Medical Assisting Education Review Board (MAERB).

Commission on Accreditation of Allied Health Education Programs
727-210-2350 | caahep.org

Metropolitan Community College affirms a policy of equal education, employment opportunities and nondiscrimination in providing services to the public. We are committed to ensuring our websites and facilities are accessible and usable to everyone. To read our full policy statement, visit mccneb.edu/Nondiscrimination.



NOTE: All applications must be reviewed and submitted through an MCC academic advisor. An appointment can be made by calling 531-MCC-2400. The below requirements must be met to be considered for acceptance into the program. Applicants are admitted by total admission points, which includes grades and entrance exam scores.

Application period: ☐ Fall entry (days) ☐ Spring entry (evenings/weekends)
July 1 application deadline **Jan. 15 application deadline**

Student name: _____ Student ID: _____

- ☐ Completed and signed application, technical standards and checklist forms
- ☐ Proof of education (copy of high school diploma/transcript or GED)
- ☐ Entrance Exam (Health Careers office will score exam). Please read the HSRT information found on the Testing Services website for further explanation of the scoring process at mccneb.edu/Prospective-Students/Student-Tools-Resources/Testing-Services/Tests-Assessments-Available-By-Location.
- ☐ Minimum MCC GPA of 2.0
- ☐ Submission of official transcripts from other colleges attended (if applicable) sent to the MCC Records office
Note: Must be in Records office within one week of application deadline
- ☐ Copy of immunizations by orientation
 - ☐ Varicella vaccination or titer of Varicella; documentation by physician. If unknown, a titer must be completed.
 - ☐ Current Tetanus within past 10 years.
 - ☐ MMR immunization or titer; if born after 1956, must show evidence of having received two MMRs.
 - ☐ Hepatitis B vaccine or Hepatitis B titer; if vaccine, student must have at least started the series, and the series must be followed per current standard.
 - ☐ Polio
 - ☐ Provide proof of a current (within the past 12 months) Mantoux PPD Skin Test (Tuberculosis Test).
Results must be current through the last day of EMT class. If the student has received the BCG Vaccine, they will need to have a chest X-ray instead of a TB test. If TB test is positive, student must have a note from the physician stating the disease is not active at this time.
 - ☐ COVID vaccine or waiver (medical or religious) **if required by clinical-affiliated partner agreements*
 - ☐ Dose 1 _____ Date _____
 - ☐ Dose 2 _____ Date _____
- ☐ Completion of the following general education courses and additional admission requirements:
 - ☐ ENGL 1010 - English Composition I
 - ☐ MATH 1240 - Technical Mathematics **OR** ☐ MATH 1312 - Intermediate Algebra (or higher)
(MATH 1240 does not count toward nursing admission or a Professional Health Studies degree. Those students should take MATH 1312 or a higher-level MATH course.)
 - ☐ BIOS 1310 - Survey of Human Anatomy and Physiology
 - ☐ PSYC 1120 - Human Growth and Development

All course grades must be a C or higher.

Prerequisites may exist for general education courses. Refer to the College catalog and work with an academic advisor to determine prerequisite equivalences.

Advisor/counselor signature

Applicant signature

Date

Date