



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 healthcare employers, including hospitals, physicians offices, and nursing and residential care facilities.

One of the fastest growing healthcare occupations today is the medical assistant. A certified medical assistant may be called upon to provide clinical assistance in everything from obtaining patient history and vital signs to vena puncture. 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.

Application deadlines

| PROGRAM BEGINS | SPRING QUARTER | FALL QUARTER |
|------------------------------|-----------------|--------------|
| Application deadline | Jan. 15 | July 1 |
| Admitted applicants notified | End of January | End of July |
| Format | Evening classes | Day classes |
| Accepted | 20 students | 20 students |

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.

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
- Completion of the PSB Health Occupations Exam (exam score will be calculated by a formula to arrive at the PSB value points). Minimum score of 18 is needed for application (based upon raw scores)
- Completion of all admission requirements and program application by the application deadline date
- Mandatory orientation attendance
- 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 OR | 4.5 |
| ENGL 1210 | Applied Communications | 4.5 |
| If your educational path is leading to nursing, you will be required to have completed ENGL 1010 English Composition I; ENGL 1210 will not be accepted for nursing applications. | | |
| MATH 1240 | Applied Mathematics OR | 4.5 |
| MATH 1315 | College Algebra (required for associate degree) | 4.5 |
| If you have taken MATH 1310 Intermediate Algebra, that will also be accepted, however if your educational path is leading to Nursing, you will be required to have completed MATH 1315. MATH 1240 will not be accepted for Nursing applications. | | |
| PSYC 1120 | Human Growth and Development | 4.5 |

Additional admission requirements

6.0 credit hrs

| | | |
|---|--|-----|
| BIOS 1310 | Survey of Human Anatomy and Physiology | 5.0 |
| Students can choose to substitute BIOS 2310 for BIOS 1310. BIOS 2310 and 2320 are required for the Nursing program. | | |
| 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 Medical Terminology I | 4.5 |
| MDST 1050 | Clinical Medical Terminology II | 4.5 |
| MDST 2010 | Clinical Procedures II | 6.0 |
| MDST 2020 | Administrative Procedures II | 4.5 |
| MDST 2030 | Lab Techniques | 3.5 |
| MDST 2110 | Pharmacology I | 4.5 |
| MDST 2120 | Pharmacology II | 4.5 |
| MDST 2980 | 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 mccneb.edu/healthcareers.

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.

Admission

Contacts:

Student Services
at any campus
531-MCC-2400 or
800-228-9553

or

Health Careers
South Omaha Campus
531-MCC-4791

*Admission criteria
subject to change based
on current legislation,
state licensure
requirements and
professional
accrediting bodies.*

The following requirements must be met for acceptance into the Medical Assisting program. Applicants are admitted by total admission points. These points include grades and PSB test scores.

- Submission of completed application
- Completion of required general education courses:

| | | |
|---|-----------|--|
| ENGL 1210 Applied Communications <i>(ENGL 1210 will not be accepted for nursing applications)</i> | OR | ENGL 1010 English Composition I |
| MATH 1240 Applied Mathematics <i>(MATH 1240 will not be accepted for nursing applications)</i> | OR | MATH 1310 Intermediate Algebra/ MATH 1315 College Algebra or higher <i>(MATH 1310 or MATH 1315 is required for the associate degree)</i> |

- Completion of additional admission requirements:

| |
|---|
| BIOS 1310 – Survey of Human Anatomy and Physiology (may substitute BIOS 2310 Human Anatomy and Physiology I) <i>Students interested in nursing should be aware that nursing applications require BIOS 2310 and 2320.</i> |
|---|

- If coursework has been completed at MCC, a minimum cumulative GPA of 2.0 is required
- Proof of completion of high school or GED
- Submission of all official transcripts from other colleges attended to MCC Records department
- Completion of the PSB Health Occupations Exam
(Minimum score for application is 18. Results will be scored in Health Careers office; student will be notified if score is below 18)
- Signed Medical Assisting Program Technical Standards Form

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. All applications must be submitted through an MCC academic advisor to be considered.





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

Social Security or I-94 number _____ MCC student ID _____

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

Telephone _____
(home) (work) (cell)

Employer _____
(name) (address)

Email _____

Gender: Male Female Birth date _____
(month) (day) (year)

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 GED Year received _____

Name of granting institution _____

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

Educational goal: Certified Medical Assisting Nursing Other

Colleges previously attended

(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.)

| 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 I forward to the College become the property of the College and will not be forwarded to another institution or returned to me.

Applicant signature _____ Date _____

Printed name _____

Nondiscrimination and Equal Opportunity Statement

Metropolitan Community College does not discriminate on the basis of race, color, national origin, genetic information, religion, sex, sexual orientation, gender identity, transgender status, marital status, age, pregnancy, disability, current or prior military service, protected veteran status or membership in any other class that is protected under local, state or federal law or regulation in admission or access to its programs and activities or in its treatment or hiring of employees. The College complies with Title VI of the Civil Rights Act of 1964, the Civil Rights Act of 1990, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act of 1990, the Age Discrimination Act of 1975 and related Executive Orders 11246 and 11375, and all amendments to the above.

Contacts: Concerning Title VI (race), Title IX (gender equity), Section 504 (disability), Americans with Disabilities Act/Program and Services Accessibility and age, contact:

Julie Langholdt - dean of Student Advocacy and Accountability:
531-MCC-2202, jlangholdt@mccneb.edu (students);
Missy Beber - associate vice president of Human Resources:
531-MCC-2236, mlbeber@mccneb.edu (employees);
Bernie Sedlacek - director of Facilities Management, Planning, and Construction:
531-MCC-2529, bsedlacek@mccneb.edu (accessibility); or
United States Department of Education Assistant Secretary for Civil Rights - Office for Civil Rights (OCR) 1-800-421-3481, ocr@ed.gov.

Concerning hiring and employment-related complaints of discrimination or harassment based on race, color, national origin, genetic information, religion, sex, sexual orientation, gender identity, transgender status, marital status, age, pregnancy, disability, current or prior military service, protected veteran status or membership in any other class that is protected under local, state or federal law or regulation, or affirmative action or diversity issues, contact:

Cynthia Gooch-Grayson - associate vice president for Equity and Inclusion:
531-MCC-2649, cgooch@mccneb.edu

The address for all of the above individuals is as follows:

Metropolitan Community College
30th and Fort streets
P.O. Box 3777
Omaha, NE 68103-0777

Completed applications should be returned to:
Metropolitan Community College
Health Careers office
P.O. Box 3777
Omaha, NE 68103-0777

Contact:
Jenny Hank, enrollment specialist
South Omaha Campus
Mahoney Building, room 519
Phone: 531-MCC-4791
Fax: 402-403-3120



All of the items below will be needed to complete your final acceptance process.

Student name: _____ Student ID: _____

- Completed and signed application form
- Signed Medical Assisting Program Technical Standards Form
- Proof of education (copy of high school diploma/transcript or GED)
- PSB Health Occupations Exam (Health Careers office will score exam)
 - Date taken: _____
- Minimum MCC GPA of 2.0
- Copy 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
 - *if required by clinical affiliated partner agreements.*
 - Dose 1 _____ Date _____
 - Dose 2 _____ Date _____
 - Booster _____ Date _____
- Completion of the following general education courses and additional admission requirements:

| | | |
|---|-----------|---|
| <input type="checkbox"/> ENGL 1210 - Applied Communications | OR | <input type="checkbox"/> ENGL 1010 - English Composition I |
| <input type="checkbox"/> MATH 1240 - Applied Mathematics | OR | <input type="checkbox"/> MATH 1310 - Intermediate Algebra (or higher) or MATH 1315 |
| <input type="checkbox"/> BIOS 1310 - Survey of Human Anatomy and Physiology | | |
| <input type="checkbox"/> PSYC 1120 - Human Growth and Development | | |

Advisor/counselor signature

Applicant signature

Date

Date



All Medical Assisting students are required to meet definite standards for the profession and for practical application. 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

Printed name

Date