

Certified Medical Assistants are multi-skilled healthcare personnel who are specifically trained to work in a variety of outpatient settings under the direct supervision of their physician employer. Duties include both administrative and clinical procedures. Graduates of MCC's Medical Assisting curriculum are eligible to take the national certification exam which, with successful completion, awards the credentials CMA (AAMA).

## Admissions Criteria

Admission to the Medical Assisting program is based on completion of all admission requirements including appropriate academic assessment outcomes. It is the student's responsibility to ensure that documentation is transmitted to the Admissions Office. Prospective students are not considered for admission until all paperwork and all assessment criteria are complete and verified through the Enrollment Office.

1. Apply online at [www.montgomery.edu](http://www.montgomery.edu).
2. Submit a high school/ high school equivalency (GED®)/Adult High School transcript that meets North Carolina standards and any necessary college transcripts. (MCC reserves the right to proficiency test any applicant asking for transfer credit on any theory or clinical course.)
3. Complete the placement testing requirements for the Medical Assisting program. (See Placement Testing options below.)

***A limited number of students are accepted into the Medical Assisting program for Fall semester. Students are admitted to the program in sequential order, according to the date that all admissions criteria are met.***

Admissions criteria 1-3

Acceptance Criteria 4-5

## Acceptance Status

After all criteria for admission have been satisfactorily completed, applicants will be evaluated for provisional acceptance. Each applicant will receive written notification by the Enrollment Office concerning provisional acceptance or placement on the Medical Assisting waiting list. Acceptance is provisional pending the following requirements:

4. Attend mandatory information sessions conducted by Medical Assisting representatives in July.
5. Meet physical and emotional health requirements necessary to provide safe medical care. If provisionally accepted, the applicant will receive an Applicant Medical Form provided by the Enrollment Office.
  - a. The Physical Examination portion of the form must be **completed, signed and dated** by a physician, physician assistant, or nurse practitioner.
  - b. The Immunization Record requires a **clinician signature or clinic stamp and must be dated**.

The completed form should be returned to the Enrollment Office by the designated due date or the provisional acceptance will be forfeited. The Applicant Medical Form will be reviewed and approved by the Medical Assisting Department.

## Placement Testing Options

Medical Assisting applicants must take the NC DAP placement testing for the program. Information about placement testing is available online at [www.montgomery.edu](http://www.montgomery.edu). Under either Students tab, click on Academic Resources. Testing information is also available in Student Services.

Students may be exempt from placement testing through the following ways: (1) Previously taken NC DAP/SAT/ACT (Writing, Reading and Numerical) scores or completion of required remediation based on those scores; (2) Completion of high school Multiple Measures; or (3) Appropriate transfer or advance placement credits.

## Applicants for Readmission

Students wishing to re-enroll in the Medical Assisting program at MCC must meet admission requirements and will be readmitted according to the following priority:

1. Students in good academic standing who had to withdraw because of documented medical reasons.
2. Other students in good academic standing.
3. Students who have withdrawn or been suspended or dismissed for academic, attendance or disciplinary reasons.

## Criminal Records, Drug Testing and Health Screening

Clinical sites affiliated with MCC's Medical Assisting program may require students to submit to criminal background checks, drug testing and/or health screening prior to or during participation in class, lab, and clinical experiences at their site. Students should be aware that progress toward graduation may be limited by an inability to meet the clinical site's requirements for student placement.

## Information Session

Applicants accepted into the program will be contacted about attending a group information session in July. ***Students are required to attend this session unless arrangements are made with the Medical Assisting Instructor. If you do not attend or notify the Instructor, you may forfeit your position in the program.***

## Reapplication for Subsequent School Terms

Applicants who are not accepted into the program or who are accepted but decide not to attend and want their application to be considered for another academic year, must re-apply for admission by completing a new application.

For more information...

[www.montgomery.edu/medical-assisting-home.html](http://www.montgomery.edu/medical-assisting-home.html)

1011 Page Street Troy, NC 27371  
910-898-9600



## Medical History Report

Applicants must meet physical and emotional health requirements necessary to provide safe medical care. If provisionally accepted, the applicant will receive an Applicant Medical Form provided by the Enrollments Office. Applicants must complete the immunization record, medical history, and family and personal health history portions of the form.

The physical examination portion of the medical form should be completed by a licensed physician and any suggested immunizations completed. Documented proof of immunizations or medical documentation showing dates of diseases are required and must be provided to the physician performing the physical exam.

Due to the nature of the medical assisting profession, students must have the physical ability to bend, reach, lift, and stand for sustained periods. In addition, the student must have normal hearing ability

and visual acuity to determine accuracy, neatness, and thoroughness of work and demonstrate manual dexterity. The medical form should be returned to the Enrollment Office by the designated due date. The medical form will be reviewed by the Medical Assisting Department for completeness and acceptability.

Second year students must provide an updated TB skin test and completed HBV series or HBV declination from before beginning clinical experience. **Note: In the event that a student's physical or mental health interferes with the second-year student's academic and/or clinical performance, the Medical Assisting staff may require the student to submit written verification of current health from an appropriate health care provider.**

## Related Information about Medical Assisting

### Academic Requirements, Homework, & Work Recommendations

The majority of the Medical Assisting program involves approximately six hours per day of classroom and/or clinical work and approximately three to six hours per day of homework and class preparation. Medical Assisting students are required to maintain at least a 2.0 GPA (a "C" average) to remain in the program with a grade of "C" or better on each MED course and BIO course.

### Attendance

Students accepted into the Medical Assisting program **must** attend at least 90% of the class meetings and clinical sessions in order to pass a course.

### Class Size

Class size is limited to 25 students. The first 25 applicants who have completed the admissions requirements are offered positions in the upcoming class. The remaining qualified applicants are placed on an alternate list. If any of the applicants offered a position decline that offer, applicants on the alternate list will be contacted about filling the available positions.

### Clinical Site

Medical Assisting students perform their clinical work at several agencies in Montgomery County as well as surrounding areas. Every attempt is made to ensure that clinical work is completed during daytime hours; however, an occasional evening clinical may be necessary. Clinical externships are supervised by the Clinical Practicum Coordinator. Please note that students do not receive monetary compensation for their externship experience.

MCC and their contractual externship facilities assume no liability financially or otherwise for illnesses and/or injuries incurred by students while performing required learning-centered, clinical/co-op externship activities.

### Costs

The total estimated cost of the Medical Assisting program is approximately \$7993 for North Carolina residents. The total estimated cost for out-of-state residents is approximately \$21,433. These costs are subject to change.

All Medical Assisting applicants are encouraged to apply for financial aid assistance. For more information, contact the Financial Aid Office at MCC or visit [www.fafsa.gov](http://www.fafsa.gov). Scholarships and veteran's benefits information is also available.

MCC is proud to offer Nelnet as a convenient budget plan. This is a payment plan, not a loan program. For more information, click on the Nelnet logo on our website: [www.montgomery.edu](http://www.montgomery.edu) or call the Business Office at 910-898-9633.

### Insurance

Students are required to pay \$11 per year for liability insurance and \$1.60 per term for accident insurance. These fees are paid at registration. Students are highly encouraged to carry personal health and additional accident insurance for their own protection.

### Job Referral Service

The job opportunities for Medical Assisting graduates are plentiful at present across North Carolina. The demand for Certified Medical Assistants is expected to increase over the next five years. Recent employment secured by MCC Medical Assisting graduates has averaged \$15 to \$20 per hour. Salaries for CMAs are determined by many factors. Medical Assisting instructors welcome the opportunity to discuss salary ranges with any potential applicant. MCC coordinates its job referral service with the Employment Security Commission and the JobLink Montgomery Career Center for regional and statewide Medical Assisting openings.

### Medical Assisting Club

All students accepted into the Medical Assisting program are encouraged to become members of the Medical Assisting Club, a division of the SGA. Members will have the opportunity to participate in social and civic activities throughout the academic year.

### Related Classes

Prior to acceptance into the Medical Assisting program, students may enroll in the related courses. By completing these related classes ahead of time, the course load in the Medical Assisting program will be reduced. However, the reduced load may impact financial aid awards. Consult with the financial aid staff for more information. Being enrolled in these related classes, however, **does not guarantee a position** in the Medical Assisting program for the following year. Applicants may transfer related courses from another institution with a grade of "C" or better. If you decide to take refresher/related courses, please contact the Admissions Office to receive the necessary information. Due to course content, the Anatomy and Physiology credits must have been completed within the last three (3) years prior to enrollment to be considered for credit. Courses with a technical or skill content have a five-year (5) time limitation on the acceptance of transfer credit. This includes credits earned at MCC as well as other post-secondary institutions.

### ACCREDITATION

The Montgomery Community College Medical Assisting program is accredited by the Commission on Accreditation of Allied Health Education Programs ([www.caahep.org](http://www.caahep.org)) upon recommendation of the Medical Assisting Education Review Board (MAERB).

Commission on Accreditation of Allied Education Programs  
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