

MEDICAL ASSISTANT

Description

The Medical Assistant Program is designed to prepare students to be multi-skilled health care professionals specifically trained to perform in ambulatory settings, such as physician offices, clinics, and group practices, and perform administrative and clinical procedures.

The Medical Assistant Program offers a Level 1 Certificate and an Associates of Applied Science (AAS) Degree. Students interested in this program must complete 7 credit hours of pre-requisites before applying for the program.

Level 1 Certificate - 32 credit hours

AAS - 60 credit hours

Program Goals

1. Students will safely and effectively demonstrate entry-level MA office competencies in the clinical setting.
2. Students will uphold ethical and professional conduct, consistent with the profession and follow rules and regulations mandated by federal, state, and local agencies.
3. Students will maintain national certification by participating in continuing education opportunities.

Program Outcomes

1. Eighty-five percent of students in the A.A.S. track will successfully pass the national certification exam.
2. One hundred percent of the graduates will continue studies and or obtain employment within 12 months of passing the exam.

Student Outcomes

1. Students will communicate effectively and professionally with healthcare professionals, professionals in the medical industry, and patients and their families in an ambulatory setting.
2. Students will perform routine clinical and laboratory procedures safely, effectively, according to current office protocol, and as expected of an entry-level Medical Assistant.
3. Students will perform routine administrative procedures according to office protocol and as expected of an entry-level Medical Assistant.
4. Students will demonstrate professional behaviors within the ethical and legal boundaries of the Medical Assistant's scope of practice.

Clinical Education

The student is assigned to an ambulatory health care office or clinic to develop clinical skills under the supervision of assigned facility staff. The student must master technical standards that represent the essential requirements of a successful Medical Assistant. Applicants may be required to work with clients who only speak Spanish.

Withdrawal

A student considering withdrawal from an EMS Program course should refer to the EMS Student Handbook (<https://catalog.laredo.edu/degree-programs-certificates/health-sciences/medical-assistant/file:///C:/Users/LCUser/Downloads/EMS%20Program%202020-2021%20Student>

[%20Hand%20Book%20final%204142020%20\(1\).pdf](#)) and make an appointment with the Instructor & Program Director.

Attendance

The EMS Program only allows three absences to meet the required contact hours. All rotation education courses require attendance in order to be in compliance with accrediting agencies. Refer to the EMS Student Handbook.

Dismissal

The student should refer to the dismissal policies listed in the EMS Student Handbook ([https://catalog.laredo.edu/degree-programs-certificates/health-sciences/medical-assistant/file:///C:/Users/LCUser/Downloads/EMS%20Program%202020-2021%20Student%20Hand%20Book%20final%204142020%20\(1\).pdf](https://catalog.laredo.edu/degree-programs-certificates/health-sciences/medical-assistant/file:///C:/Users/LCUser/Downloads/EMS%20Program%202020-2021%20Student%20Hand%20Book%20final%204142020%20(1).pdf)).

For further information about the Medical Assistant Program contact the Program Director, Graciela Y. Gonzales by email at graciela.gonzales@laredo.edu. The offices of the Allied Health Department are located on the 3rd floor of the College of Health Sciences building, rooms B307 and the offices for the Program Director and faculty for the Medical Assistant Program are located on the first floor of the College of Health Sciences building, rooms C113, C114, and C115 at Laredo College South Campus, 5500 Zapata Hwy, Laredo, Texas 78046.

Degrees & Certificates

- Medical Assistant, Associate of Applied Science (<https://catalog.laredo.edu/degree-programs-certificates/health-sciences/medical-assistant/medical-assistant-associate-applied-science/>)
- Medical Assistant, Certificate I (<https://catalog.laredo.edu/degree-programs-certificates/health-sciences/medical-assistant/medical-assistant-level-1-certificate/>)

Admission Requirements

Application Requirements

Students seeking admission to the Medical Assistant Program must:

1. Apply for admission and be accepted to Laredo College.
2. Be college-ready in Reading, Writing, and Math (A.A.S. degree only).
3. Earn a minimum GPA of 2.5 in MA degree-specific courses (pre-requisite and academic courses), with a grade of "C" or better.
4. Complete two pre-requisite courses:
 - MDCA 1313 Medical Terminology
 - MDCA 1409 Anatomy and Physiology for Medical Assistants
5. Submit the following through the online application portal:

<https://webportalapp.com/sp/login/laredo-ma> (<https://webportalapp.com/sp/login/laredo-ma/>). Applications are accepted from March 1st through May 31st.

- Upload copies of all transcripts with your application.
- **MAA Continuing Education Program students:** submit a copy of your NHA MAA certification, LC certificate of completion, and Continuing Education transcript.

*Students are responsible for verifying that all documents sent via email were received by our office. Submitting an application packet does **not** guarantee admission to the MA program.*

Selection Process

Admission into the Medical Assistant Program is based on the following:

- Overall GPA 45%
 - Prerequisite GPA 30%
 - Skill 10%
 - Essay 15%
1. Eligible students will be invited to complete a skill and essay in early June.
 2. Students will be ranked based on percentage points awarded. Admission is based on achieving at least 60% of the points awarded. **A maximum of 20 students will be accepted.** Due to program size limitations, some applicants who meet the program admissions requirements may not be admitted. Additionally, only those students who meet the cut-off percentage score will be admitted each fall semester.
 3. Accepted applicants will be notified via email mid-June and must attend a mandatory information session in late June.
 4. The applicant not selected for admission into the program may reapply at the next application cycle and complete the admission requirements described above.

Conditional Acceptance

A student conditionally accepted into the Medical Assistant Program must submit the following items before the first day of clinical rotations. The student is responsible for all fees associated with these procedures.

1. Physical examination by a U.S. physician or nurse practitioner of choice.
2. Proof of immunization including:

Hepatitis A, Hepatitis B, MMR, Varicella, Tetanus-Diphtheria Pertussis (Tdap), Bacterial Meningitis (S.B. No 62 requires that all college students under the age of 22 must receive the Bacterial Meningitis vaccine. If you are 21 or under, you may request an exemption form from the Texas Department of State Health Services, please visit the site for further information) and an annual flu vaccine
3. TB skin test (annual) or chest x-ray (every two years).
4. American Heart Association BLS Health Care Provider CPR certification. Certification must remain current for the duration of the program.
5. Negative criminal background check: Webb County Sheriff or Laredo Police Department.
6. Negative 10-Panel drug screen.
7. Purchase and maintain current student liability insurance. Fees are paid with registration on an annual basis.
8. Negative COVID-19 test(s)¹.
9. COVID-19 vaccine¹.

¹ **Recommended:** Some of the clinical agencies may require the COVID-19 vaccine. As guests in the facility, the programs must adhere to the agency's requirements. If you chose not to take the vaccine you

may not be able to complete your clinical requirements therefore you may need to withdraw from the course.

The student will assume responsibility for the costs of the immunizations, criminal background check, drug screen, and medical services. All student applicants shall submit a negative background check (should have no criminal record) to be considered eligible for acceptance and continuation in MA program.

As changes in policy are received from the Center for Disease Control (CDC), these changes will be incorporated into the MA Program's requirements. The Laredo College Board of Trustees will be notified in a timely manner of changes in the immunization policy. It is the students' responsibility to provide documentation and to adhere to all of the above health requirements.

Progression in the MA Program

Students must maintain a grade of "C" or better to continue in the program. Additional program specific requirements may apply. Please refer to the MA Student Handbook