



Medical Assistant

The Medical Assistant program prepares students to become members of the health care team in doctors' offices, medical clinics, hospitals, and specialty practices. The curriculum includes administrative and clinical competencies. *Clinical experiences include a variety of general and specialty practices. Graduates of the Medical Assistant program will be a multi-skilled health professional who is qualified to provide support health care services under the supervision of a physician. This versatile member of the health care team assists the physician in executing administrative and clinical procedures in the office/clinic setting. Administrative responsibilities may include but are not limited to scheduling appointments, managing the telephone, and maintaining medical records. Clinical responsibilities may include but are not limited to obtaining a medical history, preparing patients for the physician's examination, taking vital signs, administering medications, performing routine lab procedures, and assisting the physician when the patient is examined.

**Externship will be 8 hours days. The hours worked will vary depending on the facility.*

Program/Location	Length	Days	Time
Day Program/ Knoxville Campus	12 Months	Monday-Friday	8:00am—2:30 pm

Curriculum/Courses

Course ID	Course Name	Completion Award	Required Hours
MDA 0001	Worker Characteristic	Medical Assistant	1296
MDA 1010	Professional Orientation		
MDA 1020	Administrative Procedures I	Typical Job Opportunities Specialty Practices Physician's Office Health Clinics Hospitals Minor Emergency Rooms Labs	
MDA 1030	Anatomy and Physiology		
MDA 1040	Computer Applications		
MDA 1050	Medical Terminology		
MDA 1060	Clinical Procedures I		
MDA 0002	Worker Characteristic		
MDA 2010	Basic Pharmacology		
MDA 2020	Dosage and Calculations		
MDA 2030	Administrative Procedures II		
MDA 0003	Worker Characteristic		
MDA 3010	Phlebotomy		
MDA 3020	Certification Examination Review		
MDA 3030	Externship and Career Prep		

Total Placement Rate 2016: 94%

How to Apply to the Medical Assistant Program At TCAT Knoxville

Packet must be complete and include each of the below items to be submitted.

1. Complete **TCAT Knoxville Application for Enrollment** (Form is attached)
2. Complete the **Free Application For Federal Student Aid (FAFSA)** online – the website is www.fafsa.ed.gov and our school code is 004025. Bring in documentation such as confirmation email showing your FAFSA has been submitted
3. Take and pass the **HESI Exam** . Exam is over Math and Reading Comprehension the cost is \$34.00.
4. Provide an official sealed copy of one of the following **Transcripts**: High School Equivalency (HSE) diploma transcript with scores or your high school transcript verifying your regular High School Diploma (a special education diploma will not qualify.)
***IMPORTANT:** If you have foreign transcripts you will need to provide an English translated version of your transcript and have your education evaluated through the National Association of Credential Evaluation Services. Please visit their website at www.naces.org for more information.*
5. Provide current CPR card certification from American Heart Association **BLS for Healthcare Providers CPR** which covers basic life support in infant, child, adult, choking and AED.
6. Documentation for **Points System**.



Medical Assistant

Tuition, Book, Tool, and Supply List

1st Trimester				
Tuition		Cost	Total	
Tuition*		\$1,169.00		
Technology Access Fee*		\$ 67.00		
Student Activity Fee*		\$ 10.00		
Liability Insurance	First day of class	\$ 15.00		
TOTAL				\$1,261.00
Book	ISBN	Cost	Required	
Kinn's The Medical Assistant 13th edition	9780323353205	\$ 132.00	x	
Kinn's The Medical Assistant Procedure Checklist 13th	9780323429474	\$ 53.00	x	
SimChart for Medical Office	9781455753185	\$ 105.00	x	
Language of Medicine, 11th Ed. (with CD)	9780323370813	\$ 98.00	x	
Cyclopedia Medical Dictionary, 22nd edition	9780803629790	\$ 120.00	x	
MA Notes: Medical Assistant's Pocket Guide, 2nd ed	9780803623668	\$ 32.00	x	
Keyboarding course required access to computer &	online	\$0.00	x	
TOTAL				\$540.00
Supplies	Needed By	Cost	Required	
Tetnus Vaccine	First day of class	\$ 60.00	x	
Tuberculin Vaccine	First day of class	\$ 90.00	x	
4 Ciel Blue Scrub Pants	First day of class	\$ 100.00	x	
4 Ciel Blue Scrub Tops	First day of class	\$ 100.00	x	
1 White Lab Coat	First day of class	\$ 50.00	x	
White Leather Shoes	First day of class	\$ 50.00	x	
Stethoscope	First day of class	\$ 75.00	x	
Watch with Second Hand	First day of class	\$ 30.00	x	
Headphones for Medical Terminology	First day of class	\$ 10.00	x	
1st and 2nd Hepatitis B Vaccine Series	First day of class	\$ 120.00	x	
Physical Exam	First day of class	\$ 100.00	x	
USB Flash Drive 2 GB	First day of class	\$ 12.00	x	
Flu Shot Vaccine	Last day of class	\$ 20.00	x	
TOTAL				\$817.00

2nd Trimester

Tuition	Cost		
Tuition*	\$1,169.00		
Technology Access Fee*	\$ 67.00		
Student Activity Fee*	\$ 10.00		
TOTAL			\$1,246.00

Book	ISBN	Cost	Required
Pharmacology Clear & Simple 2nd edition	9780803625884	\$ 64.00	x
Davis' Drug Guide for Nurses, 14th Ed. (with CD)	9780803639768	\$ 47.00	x
TOTAL			\$111.00

Supplies	Needed By	Cost	Required
Criminal Background Check	First day of class	\$ 25.00	x
Drug Screen	First day of class	\$ 40.00	x
3rd Hepatitis B Vaccine	First day of class	\$ 60.00	x
TOTAL			\$125.00

3rd Trimester

Tuition	Cost		
Tuition*	\$1,169.00		
Technology Access Fee*	\$ 67.00		
Student Activity Fee*	\$ 10.00		
TOTAL			\$1,246.00

Book	ISBN	Cost	Required
Medical Assistant Exam Success	803623895	\$ 50.00	X
Phlebotomy: Blood Collection A Short Course	9780803646070	\$ 100.00	X
TOTAL			\$150.00

Miscellaneous Costs	Cost	Required
American Medical Technologist (Registered Medical Assista	\$ 120.00	X
National Healthcare Association Certified Phlebotomy Exam	\$ 115.00	X
Graduation Supplies	\$ 40.00	X
TOTAL		\$ 275.00

TOTAL PROGRAM COST

\$5,771.00

MEDICAL ASSISTANT POINTS SYSTEM FOR PROGRAM ENTRY

Application Deadlines

Trimester:	Fall 2018
Deadline:	7/13/2018

Point System Breakdown

YOU MUST SUBMIT THIS DOCUMENTATION PRIOR TO THE DEADLINE TO BE AWARDED POINTS.

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- 1. HESI scores.** Points will be calculated by adding the Math score to the Reading score and the sum equals the points awarded.
- 2. Current CNA (Certified Nursing Assistant) or other Allied Health Professional certification.** You can receive a maximum of *10 points*.
- 3. Attending a shadow day here on TCAT Knoxville campus.** Please contact the Medical Assisting Department by email at Christina.nagy@tcatknoxville.edu to schedule.
You can receive a maximum of *5 points*.
- 4. Health care work experience within the past 5 years.** You can receive a maximum of *10 points*.
Work in the health care field that involved performing clinical skills in a clinical setting and direct patient care.
A typed letter on company letterhead from your employer is required.
*****Caring for family members and volunteer work will not qualify.*****
- 5. Coursework within the past 5 years.** An official, sealed is required. All coursework must have a grade and appropriate hours to obtain points.
(You can receive a maximum of 10 points for each of the following example classes you passed with a C or higher):

Course	Length (Clock Hours)	Credit Hours
Certified Nursing Assistant	120	
EKG	49	
Medical Terminology w/Anatomy & Physiology	40	
MOIT Medical Office Information Technology	632	
Phlebotomy	49	

Billing and Coding, Introduction or Intermediate	80	
The following Coursework from high school courses will be worth 5 points		
College Coursework will be worth 10 points		
Anatomy & Physiology		3
Math High School AP		
College Math		3
Medical Terminology		3
Microbiology/Biology and/or Chemistry		3
English High School AP		
College English Composition		3
Computer Concepts to include Word, Excel and PowerPoint		3
Typing/Keyboarding		3

(You can receive a maximum of 5 points for each of the following example classes you passed with a C or higher):

Health Occupations/Health Sciences Education in high school	
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POINTS CRITERIA IS SUBJECT TO CHANGE FROM TRIMESTER TO TRIMESTER

*** Points are re-evaluated each trimester ***

Applicants are responsible to make certain that all transcripts, certifications, diplomas and work letters are on file at the school by the published deadline. To ensure accuracy, please submit all information at one time. No faxed or photocopies of any kind will be considered. No documents received after the deadline will be considered.



TENNESSEE COLLEGES OF APPLIED TECHNOLOGY

ENROLLMENT APPLICATION

Applicants must complete every item on this form, sign and date and return it to the College.

Personal Information	<p>Full Legal Name</p> <p>_____</p> <p style="margin-left: 40px;">Last First Middle</p> <p>Address _____ City _____</p> <p>County _____ State _____ Zip _____ Email Address _____</p> <p>- - _____ / / _____ Gender: <input type="checkbox"/> M <input type="checkbox"/> F</p> <p>Social Security _____ Date of Birth _____ Age _____</p> <p>Marital Status: <input type="checkbox"/> Married <input type="checkbox"/> Single Preferred Phone Number: _____</p> <p>Race: Do you consider yourself to be Hispanic/Latino/Spanish origin? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Select one or more of the following racial categories to best describe you:</p> <p><input type="checkbox"/> American Indian/Alaska Native <input type="checkbox"/> Native Hawaiian/Pacific Islander</p> <p><input type="checkbox"/> Asian <input type="checkbox"/> White</p> <p><input type="checkbox"/> Black or African American</p> <p>Citizenship status: <input type="checkbox"/> US Citizen or US National <input type="checkbox"/> US Dual Citizen <input type="checkbox"/> US Permanent Resident or Refugee <input type="checkbox"/> Other</p> <p>US Forces Status: <input type="checkbox"/> Currently Serving <input type="checkbox"/> Previously Serving <input type="checkbox"/> Current Dependent <input type="checkbox"/> N/A</p> <p>ALL MALES 18 OR OLDER MUST be registered with Selective Service. Have you registered for Selective Service?</p> <p><input type="checkbox"/> Not required to register <input type="checkbox"/> Registered <input type="checkbox"/> Required to register, but not registered</p>
Prior Education/ Training	<p>Education (insert highest level of education completed): _____</p> <p>Name of last high school attended: _____</p> <p>High school graduation date (mm/yyyy): _____ GED Diploma Date _____</p> <p><i>Are you seeking credit for prior education, training or work experience?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No</p>
Program	<p>Please review the campuses website and provide the program name choice for career training (Example: Administration Office Technology)</p> <p>_____</p> <p>When will you be available to enroll in class? <input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer</p> <p>Do you plan to apply for financial aid? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>

Signature of Applicant: _____ Date of Application: _____

The Tennessee Colleges of Applied Technology (TCATs) do not discriminate on the basis of race, color, religion, creed, ethnic or national origin, sex, sexual orientation, gender identity/expression, disability, age, status as a covered veteran, genetic information and any other category protected by federal or state civil rights law with respect to all employment, programs and activities sponsored by the TCATs.



OFFICE USE ONLY

ADMISSIONS REQUIREMENTS

FAFSA I will not be filing financial aid. I will be paying for my education. Students Initials: _____

SPECIAL ADMISSIONS REQUIREMENTS

Cosmetology:

Photo Proof of Age Copy of SS Card RT/LT Handed Manicuring Only
 Educational Transcripts

Dental Assisting, Medical Assisting, and Surgical Technology

HESI scores: Math 70 and Reading 70 | Compass scores: Math 30 and Reading 70

HESI | ACT | Compass Scores: _____ Math _____ Reading _____ (Date: _____)
 CPR Documentation (BLS for Healthcare Providers)
 Educational Transcripts Immunizations

Medical Office Information Technology

Educational Transcripts

Practical Nursing:

HESI required scores: Math 70 and Reading 70 | Compass scores: Math 50 and Reading 80

Notarized Declaration of Citizenship Copy of ID Used to Declare Citizenship
 CPR Documentation (BLS for Healthcare Providers)
 Educational Transcripts Immunizations
 HESI | ACT | Compass Scores: _____ Math _____ Reading _____ (Date: _____)

Truck Driving:

MVR DOT Physical Valid Driver's License
 U.S. Citizenship / Residency

Staff Signature: _____

Date: _____