



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 starts once a year each fall trimester.

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 2017: 100%

How to Apply

To complete admissions for the Medical Assisting program applicants must submit all general admissions and Medical Assisting program specific requirements including documents for points by the published deadline to be considered. Acceptance is competitive based on a point system.

General Admissions Requirements submitted to:

Student Services at 1100 Liberty Street, Knoxville TN 37919

- Complete the **Free Application For Federal Student Aid (FAFSA)** online – the website is www.fafsa.ed.gov and our school code is 004025
- Complete the **Application for Enrollment** form online at www.tcatknoxville.edu and select **APPLY NOW**.
- Provide **official, sealed high school transcript** or equivalent
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.

Medical Assisting Program Specific Admission & documents for points submit to:

Christina Nagy by email: christina.nagy@tcatknoxville.edu or address:
1100 Liberty Street, Knoxville TN 37919

- Student must be **18 years of age** by the start of class.
- Provide current **CPR** card certification from **American Heart Association in BLS** for Healthcare Providers which covers basic life support in infant, child, adult, choking and AED.
- Take and pass the **HESI Exam**. Exam covers Math and Reading Comprehension and the cost is \$34.00. Passing scores are 50 in math and 70 in reading exam.
- Documentation for **points** listed on Medical Assisting point system page

Application Deadline: 07/13/2019 for Fall 2019

MEDICAL ASSISTANT POINTS SYSTEM FOR PROGRAM ENTRY

Application Deadlines

Trimester:	Fall 2018
Deadline:	7/13/2019

Point System Breakdown

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

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1. Current CNA (Certified Nursing Assistant) or other Allied Health Professional certification. You can receive a maximum of **10 points**.

2. 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**.

3. 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
Nursing Aide	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 and diplomas 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.

Math High School AP		
College Math		3
Medical Terminology		3
Microbiology/Biology and/or Chemistry		3
English High School AP		
College English Composition		3
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