



# Medical Assisting

The Medical Assisting 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

MDA 0001	Worker Characteristic	<b>Completion Award</b>		<b>Required Hours</b>
MDA 1010	Professional Orientation	Medical Assistant	Diploma	1296
MDA 1020	Administrative Procedures I			
MDA 1030	Anatomy and Physiology			
MDA 1040	Computer Applications	<b>Typical Job Opportunities</b>		
MDA 1050	Medical Terminology	Specialty Practices		
MDA 1060	Clinical Procedures I	Physician’s Office		
MDA 0002	Worker Characteristic	Health Clinics		
MDA 2010	Basic Pharmacology	Hospitals		
MDA 2020	Dosage and Calculations	Minor Emergency Rooms		
MDA 2030	Administrative Procedures II	Labs		
MDA 0003	Worker Characteristic	<b>Total Placement Rate 2021: 79%</b>		
MDA 3010	Phlebotomy	<b>Total Completion Rate 2021: 82%</b>		
MDA 3020	Certification Examination Review			
MDA 3030	Externship and Career Prep			

# 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. Completion of admissions does not guarantee acceptance into the program.

## 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](http://www.fafsa.ed.gov) and our school code is 004025
- Complete the **Application for Enrollment** form online at [www.tcatknoxville.edu](http://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](http://www.naces.org) for more information.*
- Student must be **18 years of age** by the start of class.
- Proof of below immunizations:
  - o **Measles, Mumps, Rubella (MMR)**: 2 series immunization (2 shots) OR a titer showing immunization within the last year's time
  - o **Varicella**: 2 series immunizations (2 shots) OR a titer showing immunization to chickenpox within the last year's time
  - o **Adult Hepatitis B**: 3 series immunizations (3 shots) OR a titer showing immunization within the last year's time OR proof of the series in progress
- 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 \$40.00. Passing scores are 50 in math and 70 in reading exam.
- Current **CNA (Certified Nursing Assistant)** or other Allied Health Professional certification. *You can receive a maximum of 25 points. (Optional)*
- Attend a **shadow day** here at TCAT Knoxville by emailing Daleai Robinson at [daleai.robinson@tcatknoxville.edu](mailto:daleai.robinson@tcatknoxville.edu) to schedule a day. *You can receive a maximum of 5 points (Optional)*

**Application Deadlines: 7/8/2022 for Fall 2022  
7/7/2023 for Fall 2023**