



Health & Human Services Division
Lansing Community College
selective_admissions@star.lcc.edu
Phone: (517) 483-1410

2024 Medical Assistant Advising Guide

Application Deadline: *June 25 | Admission for Fall 2024

CONTENTS

GENERAL PROGRAM INFO	1	IMMUNIZATION & CLINICAL REQUIREMENTS:	6
APPLICATION PROCESS.....	2	ALLERGIES:.....	6
ADMISSION REQUIREMENTS	3	INSURANCE:	7
PROGRAM LAYOUT.....	4	COVID	7
PROGRAM COST.....	5	CHOSEN/PREFERRED NAME.....	7
CRIMINAL BACKGROUND CHECK.....	5	NON-DISCRIMINATION STATEMENT	8
ENVIRONMENTAL CONDITIONS-STANDARD PRECAUTIONS.....	5	CONTACT INFORMATION	8

GENERAL PROGRAM INFO

The Medical Assistant (MEDA) program admits once a year and starts every Fall semester. Seats in this program are limited. Applications open on March 1st and are due June 25th. Applicants are encouraged to apply early as enrollment is on a first-come-first-serve basis.

LCC's MEDA Program is recognized by the [American Medical Technologist \(AMT\) Association](http://www.americanmedtech.org/) (www.americanmedtech.org/). The AMT offers the Registered Medical Assistant exam which students are eligible for upon successful completion of the program. For more information on this program and career, visit LCC's [Community Health Services Education website](http://lcc.edu/academics/areas-of-study/) (lcc.edu/academics/areas-of-study/).

Those admitted to the MEDA program are required to attend a mandatory orientation held in July. Specifics will be given upon admission.

Applications Accepted	Number of Students Admitted Annually	Program Duration (once admitted)	Program Format
March 1 – June 25 <i>*First-come-first-served</i>	24	1 Year (3 semesters)	In-Person

APPLICATION PROCESS

You must be an LCC student to be eligible for this program. Admission into the college does not guarantee entrance into the Medical Assistant (MEDA) program. Submit the [online MEDA application](http://www.lcc.edu/academics/areas-of-study/health-public-service/chse/advising-guides.html) (www.lcc.edu/academics/areas-of-study/health-public-service/chse/advising-guides.html) to secure your seat in the program. Applications open on March 1st each year. For questions, email the program support, Keiston Wirick, at WIRICKG@star.lcc.edu.

Follow these steps to get started:

- 1. APPLY TO LCC:** If you are not currently and have never been an LCC student, [apply to the college](http://www.lcc.edu/admissions-financial-aid/get-started/) (www.lcc.edu/admissions-financial-aid/get-started/). Applying is FREE! Then follow the steps on the getting started site.
- 2. GET PLACEMENT LEVELS:** Before you can register for classes, all students need to establish their skill-levels in Reading, Writing, and Math (placement levels). Visit LCC's [Placement Testing site](http://www.lcc.edu/services/testing/placement/) (www.lcc.edu/services/testing/placement/) for more information
 - a. Current LCC students** can find their placement levels by logging into their [MyLCC account](https://my.lcc.edu/) (https://my.lcc.edu/) and looking in the "Profile" tab.
 - b. First-time college students** can get placement levels by taking Assessment tests in Reading, Writing and Math. Tests are free to complete. They can also get placement levels based off of their High School GPA, AP courses, or ACT / SAT scores. For more information, check out the [Assessment Waiver Form](https://lcc.edu/services/testing/placement/waive-testing.html) (https://lcc.edu/services/testing/placement/waive-testing.html).
*First-time college students will need to **attend a College orientation** before enrolling in classes. More information is on the [Getting Started website](http://www.lcc.edu/admissions-financial-aid/admissions/first-time.html) (www.lcc.edu/admissions-financial-aid/admissions/first-time.html).
 - c. Guest/Transfer students** may be able to receive placement levels based on courses completed at another college. To do this, attach copies of your unofficial transcript(s) to the [Assessment Waiver Form](https://lcc.edu/services/testing/placement/waive-testing.html) (https://lcc.edu/services/testing/placement/waive-testing.html). Know that the waiver form does not grant transfer credit. Official transcripts must be sent directly to LCC's Registrars Office for transfer credit to be awarded.
- 3. SUBMIT MEDICAL ASSISTANT (MA) APPLICATION:** Applications are accepted March 1st – June 25th. The online application is available in the Medical Assistant section on the [HHS Advising Guide site](http://www.lcc.edu/hhs/advising-guides.html) (www.lcc.edu/hhs/advising-guides.html). Applicants are encouraged to apply early as enrollment is on a first-come-first-serve basis.

ACADEMIC ADVISING: For course planning, degree options, and transfer opportunities, meet with an Academic Advisor. Advisors are available by appointment, chat, or email. For more information, visit the [Academic Advising site](http://www.lcc.edu/services/advising/) (www.lcc.edu/services/advising/).

**Check out LCC's Academic Calendars for important dates (www.lcc.edu/academics/calendars/)*

ADMISSION REQUIREMENTS

Students must meet **all** of the following requirements to be considered for the MEDA program.

ADMISSION REQUIREMENTS *Needed to be eligible to apply	SEE NOTE
18 years of age or older	1
A high school graduate or GED equivalent	2
Reading Level 5	<i>See page 2</i>
Writing Level 4	<i>See page 2</i>
Math Level 4	<i>See page 2</i>

ADMISSION REQUIREMENT * <u>Completed after application is submitted & department approval is given</u>	SEE NOTE
ICHAT background check approval	3
Attendance at a Program Orientation	4

ADMISSION REQUIREMENT NOTES:

- 1.** Due to the nature of legal requirements of some of our clinical partners, this program requires a minimum age of 18; please inquire with the program director before registering for classes to ensure that you will be able to proceed with all program requirements. **For age verification, candidates must attach a copy of their Michigan Identification Card (Driver’s license) to their MA application.**
- 2.** Proof of High School diploma or GED must be attached to MA application.
- 3.** Instructions to complete an ICHAT background check will be given upon review of the candidates MA Application; do not complete this prior to being instructed to by an MA administrator. For information on criminal records that will prevent admission, check out the "[Criminal Background Check](#)" section of this guide.
- 4.** Once an MA application is submitted, candidates will receive dates for the program orientation. Those admitted to the MEDA program are required to attend a mandatory orientation to start the program. Orientation typically occurs mid-July. ICHAT background checks must be completed prior to attending this.

PROGRAM LAYOUT

The Medical Assistant program begins during LCC's Fall semester (August) and is 1-year long. Lectures and labs occur on LCC's Downtown Lansing campus. Classes are offered on weekdays; lectures and labs do not run on the weekend. The 3rd semester (Summer) consists of one on-campus course and a Practicum Immersion. In the Practicum Immersion, the student is placed at an ambulatory care center and is required to complete 160 hours of supervised time working as a student medical assistant, along with completing other coursework. Practicum sites are within a 200-mile radius of downtown Lansing. The student is responsible for transportation (and associated cost) to the site where they are placed.

Upon successful completion of the MEDA program, students will earn a **Certificate of Achievement for Medical Assistant**. Students are then eligible to take the Registered Medical Assistant exam to become nationally credentialed.

Below is the course layout by semester:

SEMESTER	COURSE	MINIMUM GRADE REQUIRED	CREDITS / BILLING HOURS
One (Fall)	MEDA 110	2.5	5 / 5
One (Fall)	MEDA 135	2.5	2 / 2
One (Fall)	MEDA 156	2.5	7 / 11
Two (Spring)	MEDA 126	2.5	5 / 6
Two (Spring)	MEDA 145	2.5	2 / 2
Two (Spring)	MEDA 166	2.5	5 / 7
Two (Spring)	*NCHE 102 (CPR course)	Pass	<i>5 hour non-credit CPR certification course. This has a flat-fee not covered by financial aid.</i>
Three (Summer)	MEDA 175	2.5	3 / 3
Three (Summer)	MEDA 177	2.5	3 / 3

**Current Basic Cardiac Life Support Certification (BCLS) is required by the 2nd semester of the program. Acceptable are American Heart Association/Health Care Provider or American Red Cross/Basic Life Support for Health Care Providers Certification or NCHE 102-CPR for Health Care Professionals.*

Please be advised that all verbal, written, and patient care are delivered in English.

A complete program pathway, including course layout and recommended course sequence, is available on the college's [Degree & Certificate site](https://lcc.edu/academics/catalog/degree-certificate-programs/) (https://lcc.edu/academics/catalog/degree-certificate-programs/).

PROGRAM COST

The approximate cost in 2023-2024 for a Medical Assistant student who receives in-district tuition rates is \$9,787.00; this includes tuition rates, fees, supplies, and textbooks. For a detailed cost sheet, including tuition rates for all residencies, visit the Medical Assistant section on the [HHS Advising Guide site](http://www.lcc.edu/hhs/advising-guides.html) (www.lcc.edu/hhs/advising-guides.html). For more information on tuition rates, visit LCC's [Tuition & Costs site](http://www.lcc.edu/admissions-financial-aid/tuition-and-costs/) (www.lcc.edu/admissions-financial-aid/tuition-and-costs/).

The fee for the Registered Medical Assistant exam is \$125 which includes one year membership in the American Medical Technologists Association (AMTA).

CRIMINAL BACKGROUND CHECK

In order for this program to be in compliance with Michigan Public Act 26 of 2006, a **Criminal Background investigation is required for all students**. Directions for completing a Background Check will be given after submitting the program application. Please note digital fingerprinting may be required by the State of Michigan at the time of application for career licensure. To comply with State and Federal statutes, admission to this program will be denied for any of the following:

- Any felony conviction within 15 years + three years' probation prior to application.
- Any misdemeanor within ten years prior to application that involved or is similar to the following:
 - Abuse, neglect, assault, battery
 - Criminal sexual conduct
 - Fraud or theft against a vulnerable adult (as defined by the Michigan penal code)

It is the student's responsibility – prior to pursuing the program – to know whether they are prohibited from providing clinical services.

The [Michigan Workforce Background Check Program](http://www.miltcpartnership.org/documents/legalguide.pdf)

(www.miltcpartnership.org/documents/legalguide.pdf) provides detailed information regarding the types of crimes and their implications to employment suitability in health care facilities and agencies.

Any student who has been charged with a felony or a misdemeanor crime after admission to the program must contact the Program Director within 72 hours of the charge. Students convicted of certain crime(s) may become ineligible for clinical/externship privileges and/or professional certification/licensure, and therefore, may be dismissed from the Program.

ENVIRONMENTAL CONDITIONS-STANDARD PRECAUTIONS

Applicants must be aware students in this program and profession will be exposed to blood, body tissues, and fluids. There is the potential of exposure to electrical hazards, hazardous waste materials, radiation, poisonous substances, chemicals, loud or unpleasant noises and high stress emergency situations. Students enrolled in this program and career path are at risk

for exposure to blood and body fluids and transmission of blood-borne and other infectious diseases, including HIV. The Americans with Disabilities Act forbids discrimination against patients with infectious diseases; therefore, students are required to treat all patients assigned, regardless of the disease-state of the patient. Standard precautions must be followed when treating each patient.

IMMUNIZATION & CLINICAL REQUIREMENTS:

Applicants admitted to this program are required to present evidence from a licensed healthcare provider that they have completed ALL of the following immunizations. Exemptions are not accepted.

- COVID
- Hepatitis B
- Influenza (flu)
- MMR (Measles, Mumps, and Rubella)
- Tdap
- Varicella

Admitted applicants must also provide the following documentation:

- TB test results showing they are free from infection
- Basic Life Support (BLS) certification
- PRN health care provider release form
- Results of a Background Check (*see the [Criminal Background Check section](#) of this guide*)

These requirements are in accordance with professional standards and third-party clinical site requirements. Students are responsible for the cost associated with obtaining immunizations, physicals, BLS certification, and any other items relating to clinical eligibility. Clinical hours must be completed in-full in order to successfully complete this program as mandated by the program's accrediting body and/or professional licensure/certification governances. Students who have not met all of the required clinical requirements, including vaccinations, are not eligible to participate in this program.

Applicants should be aware some vaccinations require a series of injections. In these instances, the entire series must be complete to participate in clinical activities. Titer results showing immunity are accepted for some of the vaccinations in lieu of proof of immunization. For most students the easiest way to verify your current vaccination status is to visit the [Michigan Immunization Portal](https://mcir.org/public/) (<https://mcir.org/public/>) and access your State of Michigan immunization record from the Michigan Care Improvement Registry (MCIR). **Students are encouraged to consult with their healthcare provider before starting the program to ensure they can meet these immunization and physical requirements.**

More information about these requirements and how to submit them will be provided at the program orientation that occurs after admission decisions are made; do not submit these documents prior to being instructed to do so by program administration. Contact the Program Director for questions regarding clinical requirements.

ALLERGIES:

Latex sensitivity and allergy has grown as a health care concern in recent years. Beginning one's professional life with a latex allergy presents unique problems because of the increased

need to don gloves in both medical and non-medical settings, and unavoidable direct contact with products containing latex rubber (gloves, syringes, tubing, etc.), or by inhaling powder from latex gloves. Applicants with latex sensitivity and allergy are therefore encouraged to consult with their primary care physician to ensure their health and safety while participating in the program.

INSURANCE:

Be aware Lansing Community College does not provide accident and health insurance coverage for students. The College provides liability insurance coverage for students in practicum for injuries and damages they cause to others. It does not cover injuries students sustain as a result of their own actions. Students must use personal funds or personal medical insurance as a primary medical coverage payment if accident or injury occurs or if emergency treatment is required.

COVID

Because of the COVID-19 pandemic, students are required to comply with all laws, rules, and regulations as well as any guidance provided by the CDC, the local health department, and other governmental authorities. Due to rapid developments related to COVID-19, students are encouraged to periodically visit the College's website for updated information about COVID-19 (www.lcc.edu/about/coronavirus/).

At this time the College is not requiring the COVID vaccine for students. However, for programs that require clinicals, externships, on-site clinics, or practicum hours, the College must follow the immunization guidelines of the third-party healthcare facilities we partner with. Because of this, many of LCC's programs require students to complete the COVID vaccine. LCC healthcare programs do not take requests for clinical or externship assignments. *See the [Immunization](#) section of this guide for details.*

CHOSEN/PREFERRED NAME

LCC has adopted a policy providing all members of the campus community the opportunity to use their chosen or preferred name in records and communications across the campus. A chosen/preferred name refers to a first name which is different than the legal first name. Students may request this option via their LCC profile. The student's Chosen/Preferred Name may be used in many contexts, including class rosters, ID Cards (by request), Desire to Learn (D2L) course sites, and more. However, **LCC is legally required to use a student's Legal Name for some things. This includes at all clinical and externship sites, on immunization and medical records, official transcripts, diplomas, financial aid records, and more.** More information is available on LCC's [Chosen Name and Chosen Pronoun initiative](#) site (www.lcc.edu/diversity/chosen-name.html).

NON-DISCRIMINATION STATEMENT

Lansing Community College provides equal opportunity for all persons and prohibits discriminatory practices based on race, color, sex, age, religion, national origin, creed, ancestry, height, weight, sexual orientation, gender identity, gender expression, disability, familial status, marital status, military status, veteran's status, or other status as protected by law, or genetic information that is unrelated to the person's ability to perform the duties of a particular job or position or participate in educational programs, courses, services or activities offered by the College.

The following individuals have been designated to handle inquiries regarding the nondiscrimination policies: Equal Opportunity Officer, Washington Court Place, 309 N. Washington Square Lansing, MI 48933, 517-483-1730; Employee Coordinator 504/ADA, Administration Building, 610 N. Capitol Ave. Lansing, MI 48933, 517-483-1875; Student Coordinator 504/ADA, Gannon Building, 411 N. Grand Ave. Lansing, MI 48933, 517-483-1885; Human Resource Manager/Employee Title IX Coordinator, Administration Building, 610 N. Capitol Ave. Lansing, MI 48933, 517-483-1879; Student Title IX Coordinator, Gannon Building, 411 N. Grand Ave. Lansing, MI 48933, 517-483-9632.

CONTACT INFORMATION

Mary Pacitto, CMA (AAMA), AAS, BS
Community Health Service Education
Program Director
517-483-1277
pacittom@star.lcc.edu

Diane Roose, RMA, DHSc
Medical Assistant
Full-time Assistant Professor
517-483-1420
roosed@lcc.edu

Keiston Wirick
Community Health Service Education
Administrative Program Support
517-483-1411
WIRICKG@lcc.edu

