



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

# Medical Assistant Advising Guide

**Application Deadline:** \*June 25 | Admission for Fall semester

## Contents

|  |                                    |
|--|------------------------------------|
| General Program Info.....1                             | Age Restrictions: .....6           |
| Application Process .....2                             | Immunization Certification: .....6 |
| Admission Requirements .....3                          | Allergies: .....6                  |
| Program Layout .....4                                  | Insurance: .....7                  |
| Program Cost.....5                                     | COVID-19.....7                     |
| Criminal Background Check .....5                       | Non-Discrimination Statement.....7 |
| Environmental Conditions-Standard<br>Precautions.....6 |                                    |

## 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 1<sup>st</sup> and are due June 25<sup>th</sup>. 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 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.

| <b>Applications Accepted</b> | <b>Number of Students Admitted Annually</b> | <b>Program Duration</b><br>(once admitted) | <b>Program Format</b> |
|------------------------------|---|--|-----------------------|
| March 1 – June 25            | 24  | 3 semesters<br>(Fall to Summer)            | Face-to-Face          |

## 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. To submit your application or 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. **Transfer students** may be able to receive placement levels based on courses completed at another college. To do this, attach copies of your 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 1<sup>st</sup> – June 25<sup>th</sup>. The 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 in on a first-come-first-serve basis.

Academic 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](http://www.lcc.edu/academics/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.

| <b>ADMISSION REQUIREMENTS</b><br>*Needed to be eligible to apply | <b>SEE NOTE</b>   |
|--|-------------------|
| 18 years of age or older   | <b>1</b>          |
| A high school graduate or GED equivalent                         | <b>2</b>          |
| Reading Level 5  | <i>See page 2</i> |
| Writing Level 6  | <i>See page 2</i> |
| Math Level 4   | <i>See page 2</i> |

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

### 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. See page 5 for information on criminal records that will prevent admission.
- 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 and is 1-year long. Lectures and labs occur on LCC's main campus. Classes are offered on weekdays; lectures and labs do not run on the weekend. The 3<sup>rd</sup> 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<br>GRADE<br>REQUIRED | CREDITS / BILLING<br>HOURS   |
|----------------|---------------------------|------------------------------|--|
| One (Fall)     | MEDA 116                  | 2.5                          | 6 / 8  |
| One (Fall)     | MEDA 126                  | 2.5                          | 5 / 6  |
| One (Fall)     | MEDA 135                  | 2.5                          | 2 / 2  |
| Two (Spring)   | MEDA 145                  | 2.5                          | 2 / 2  |
| Two (Spring)   | MEDA 156                  | 2.5                          | 5 / 7  |
| Two (Spring)   | MEDA 166                  | 2.5                          | 5 / 7  |
| Two (Spring)   | *NCHE 102<br>(CPR course) | 2.5                          | <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 2<sup>nd</sup> 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.

*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 2020-21 for a Medical Assistant student who receives in-district tuition rates is \$7,392.00; 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](http://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/](http://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

The program for which you are applying requires that you successfully complete clinical practicum with a licensed provider. A provider's license may be jeopardized if the State of Michigan learns through the required criminal history background clearance that they or an adult age 18 and over who is employed by them or in practicum with them, has a pending criminal charge or has been convicted of any of certain various crimes.

In order for the Medical Assistant Program to be in compliance with Michigan Public Act 26 of 2006, a Criminal Background investigation is required of all students applying for admission (or readmission) to the program once they receive notice of seat award. Admission to the Medical Assistant Program will be denied for 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)

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

The purpose of LCC's requirement for a Criminal Background Check is:

- To identify any students ineligible to participate in the Medical Assistant Program due to a felony conviction or certain misdemeanors. This will assist the student in making career choices.
- To comply with specific State and Federal statutes. Some clinical sites may require additional testing, (i.e., drug screening), which students must comply with at their own expense.

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 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 are at a slight 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.

### *Age Restrictions:*

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.

### *Immunization Certification:*

Applicants admitted to the program shall be required to present evidence, in the form, of certification by a licensed healthcare provider, that he/she has been immunized against tuberculosis, measles, rubeola, rubella, tetanus, diphtheria, pertussis, hepatitis B, Varicella, influenza, and poliomyelitis. Students must also provide documentation of BLS certification, a physical from a licensed healthcare provider, and 10-Panel Drug screen from an approved provider. This is in accordance with professional standards and clinical-site requirements. Students are responsible for the cost associated with obtaining immunizations, physicals, BLS certification, and any other items relating to clinical eligibility. **More information about these items and how to submit them will be provided at the program orientation that occurs after admission decisions are made; do not submit these documents with your Application.** Contact the Program Director for details on 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-19**

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/](http://www.lcc.edu/about/coronavirus/)).

## **Non-Discrimination Statement**

Lansing Community College is committed to providing equal employment opportunities and equal education for all persons regardless of 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 that is unrelated to the person's ability to 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; Sarah Velez, Human Resource Manager/Title IX Coordinator, Administration Building, 610 N. Capitol Ave. Lansing, MI 48933, 517-483-1874; Christine Thompson, Student Title IX Coordinator, Gannon Building, 411 N. Grand Ave. Lansing, MI 48933, 517-483-1261.

***For questions, contact the Medical Assistant Program Director:***

Mary Pacitto | [pacittom@star.lcc.edu](mailto:pacittom@star.lcc.edu) | (517) 483-1508

*Check out all of the Health Career [Advising Guides](http://lcc.edu/hhs/advising-guides.html) (lcc.edu/hhs/advising-guides.html)*