



Medical Assistant Entry Level

200 Hours

COURSE COSTS:

Registration.....	180.00	to be paid at registration
Insurance.....	1.30	to be paid at registration
Prep Material.....	80.00	to be paid at registration
IT Fee.....	5.00	to be paid at registration
Black Scrubs.....	30.00	(approximately)
Textbook.....	145.18	(Purchase at Bookstore)
Student ID Badge.....	10.00	(Purchase at Bookstore)
NHA Certification Exam.....	\$155.00	(See below for details)

Medical Assistant Entry Level Program:

This course is designed to teach the basics of the three aspects of Medical Assisting: Clinical, Administrative and Laboratory. Course work includes instruction in scheduling appointments, insurance coding and billing, medical transcription, assisting with examinations/treatments, performing routine laboratory procedures and ethical and legal issues.

Upon successful completion of the program, students are eligible to sit for the National Career Association (NHA) Exam. Blue Ridge Community College is an approved NHA test site.

****Registration for NHA exam is 155.00 to be paid by student two weeks before exam date-**

The Exam Fee is Nonrefundable.

Prerequisites:

- 1.No prior healthcare certification or licensure required
- 2.Interested in a rewarding career in healthcare
- 3.Financial Funding (if applicable) in place prior to registration

To Register for the Medical Assistant Program:

PLEASE PROVIDE THE FOLLOWING DOCUMENTATION

1. The student must be 18 years old.
2. The student must have a high school diploma or GED
3. ID'S required: **Please note that names must match on the following documents:**
 - A. Signed Social Security Card (cannot be laminated), or letter from Social Security Office.
 - B. Current Driver's License or government-issued picture ID.
4. A completed registration form with registration fee. Payment due at Registration.

Additional Information

- Payment of the \$266.30 registration fee (includes accident insurance \$1.30, prep material \$80.00 and IT fee \$5.00)
- These fees are non-transferable to another course.
- Once registered, if a student officially withdraws from the course before the 10% point, 75% of the registration fee can be refunded.
- Please note that the accident and liability insurance fees and supply fee are nonrefundable.
- Black Scrubs can be purchased at World of Clothing, Hendersonville.
- Scrubs are to be worn to each class
- If the student purchases a lab jacket, it must be black
- No acrylic nails or nail polish, Natural nails need to be short in length.
- No facial piercings and/or dangling earrings
- Good personal hygiene with no perfumes or cologne
- **Students are expected to be prepared for the first day of class with scrubs, books and student ID.**

Registration can be taken in person at:

Monday-Friday from 8:30am-12:00pm and 1:00pm-4:30pm

Health Science Center-3rd floor, 805 6th. Avenue West, Hendersonville, NC
Transylvania County Campus, 45 Oak Park Drive, Brevard, Strauss Building

Once Registered for the Medical Assistant Program:

1. PRIOR to the first class

Purchase the textbook and ID Badge from the bookstore located:
William D. Killian Building (on the Flat Rock Campus) (828) 694-1720
Strauss Building (on Transylvania County Campus) (828) 883-4724

Important Resources:

NC Works: Flat Rock Campus (828) 694-1755
NC Works: Transylvania Campus (828) 883-2550

If you require special learning accommodations, they must be addressed prior to the first day of class with the Disability Services Office in Student Services at (828) 694-1813.