



# Medical Assistant Prep/Review

53 Hour Program

## COURSE COSTS:

Registration.....	180.00 (to be paid at registration)
Insurance.....	1. 30 (to be paid at registration)
Supply Fee.....	86.00 (to be paid at registration)
Textbook.....	69.35 + tax (Bookstore Flat Rock Campus)
ID Badge.....	10.00 (Bookstore at Flat Rock Campus)
NHA Certification Exam.....	\$155.00 (see below for details)

## **PROGRAM PREREQUISITES: PLEASE READ CAREFULLY!**

The Medical Assistant Prep Review Program is designed for individuals who have been **performing work duties that align with the role of a Medical Assistant in the areas of Administrative, Clinical and Laboratory services**. The individual must be working currently or **within the past 5 years in this role**. The individual **must have a minimum of 1-year work experience performing these duties**.

This program will prepare the individual to sit for the National CCMA Certification Exam with the National Career Association (NHA) at the end of the program.

The Fee for the **Certification Exam is \$155.00** and will need to be **paid two weeks prior** to the end of the program. The exam fee is non-refundable.

The Health Science Center is an approved testing site for the NHA Certification Exams.

## **REGISTRATION: Please Provide at Time of Registration**

1. The candidate must be at least 18 years' old
2. The candidate must provide a letter from employer stating that you have worked in the role of Medical Assistant for a minimum of one-year under their employment and that the candidate has been supervised in a healthcare setting. **The letter must be documented on the employers' letterhead.**
3. Proof of High School Diploma, GED or High School Transcripts
4. A current driver's license or a government issued picture ID
5. Please complete the registration form
6. Registration fee of \$266.30 is due at time of registration

**Please Note: If a student officially withdraws from the course before the 10% point, the student may be eligible for 75% of the registration fee. The insurance, textbook, material fees and ID badge cannot be refunded.**

## **Registration can be taken in person at**

**Health Science Center Monday-Friday 8:30am-12:00pm and 1:00pm-4:30pm**

(805 6<sup>th</sup> Ave. W, Hendersonville on 3<sup>rd</sup> Floor)

**Transylvania County Campus Monday-Friday 8:30am-12:00pm and 1:00pm-4:30pm**

(45 Oak Park Drive, Brevard in the Strauss Building)

## **Medical Assistant Prep-Review Policies**

### **About This Program:**

This program is fast paced and will **review** the three aspects of Medical Assistant role. For more in-depth learning, please review the Medical Assistant Entry Level Program description.

### **Attendance:**

Due to the timeframe of the program and the course content that is covered, full attendance is required. If a portion of the program is missed, it will be difficult to make up the coursework.

Please contact your instructor immediately should you need to miss time.

The program will start on time, and therefore, tardiness will impact the quality of class.

Please make every effort to be on time.

Please Note: If you are tardy more than one time, it may impact on your ability to meet the requirements of the program and affect your eligibility to sit for the national certification exam.

### **Dress Code:**

Due to the focus of the program content, it is recommended that scrubs be worn during the program.

There will be opportunities to practice a variety of skills and will require students to kneel, sit, squat and bend to accomplish program objectives. Because this is a review program, there is no specific color required. Scrubs must be clean, in good condition and professional in appearance.

### **Cell Phone Usage:**

The use of cell phones during class are prohibited. Cell phones must be turned off during class.

### **Professional Expectations:**

At all times, it is expected that both the student and faculty will interact in a respectful, mature, supportive and professional manner. If there are any concerns, please discuss directly with your instructor. There is a no tolerance policy for disruptive and disrespectful comments and/or behaviors.

The instructor has the right to ask any student whose behavior is inappropriate, disrespectful or disruptive to leave the program. We seek to provide a supportive environment that is conducive to learning and empowering students.

I, \_\_\_\_\_ have read the Medical Assistant Prep-Review Program Policies.  
I understand and will adhere to these policies.

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Student Signature

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Date