

MEDICAL ASSISTANT TECHNOLOGY CERTIFICATE PROGRAM

The Medical Assistant Technology Program is a one-year certificate program accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) upon recommendation of the Medical Assisting Education Review Board (MAERB) of the American Association of Medical Assistants (AAMA). You will be trained in the administrative and clinical skills necessary for employment in an outpatient care setting. Upon graduation, you will be immediately eligible to sit for the AAMA Certification Examination. Successful completion of this examination will allow you to practice as a Certified Medical Assistant, CMA (AAMA) anywhere in the United States and its territories.

Commission on Accreditation of Allied Health Education Programs:
 25400 U.S. Highway 19 North, Suite 158, Clearwater, FL 33763 (727) 210-2350 www.caahep.org

Eligibility Criteria

To be considered for admission into the Medical Assistant Technology Program a student must:

1. **New students:** Submit a general admissions application to Kalamazoo Valley Community College (www.kvcc.edu) listing "Medical Assistant Technology" as your program choice.

Current KVCC students: Change program code status to "Medical Assistant Technology" by contacting a counselor at 269-488-4040. "Medical Assistant Technology" will change to "Health Science General Studies" in Winter 2019.

2. Provide the Admissions, Registration & Records Office with an official college transcript from all previous colleges attended, if applicable.
3. Students must have an overall KVCC GPA of 2.0 or higher in all subjects if they have taken classes here before.
4. Schedule an appointment with a counselor at 269-488-4040 to develop a course plan and/or verify that you are on track to apply. **This is a critical step to complete early in your admission process!**
5. **Complete the following prerequisite requirements:**

<u>Course Number</u>	<u>Course Title</u>	<u>Credits</u>	<u>Minimum Grade</u>
HCR 116	Medical Terminology	1	2.0
Math 100**	Health Careers Math	1	2.0

****Math 100 CANNOT be waived by any prior math courses or college degrees.**

Application Information

- **Applications are accepted April 1 – 15 each year for the following Fall program and are ranked based on overall GPA (from KVCC if available and from all applicable transfer institutions).** Students must have all of the prerequisites successfully completed by the end of the Winter semester in which they apply. Completed applications may be submitted to the Information Desk by the Faculty Offices. Early applications will be returned.
- Please keep in mind that if you choose to use transfer credit to meet any of the program's required courses, the entire GPA from each applicable school **will be included in your overall GPA calculation.** Applications are ranked by overall GPA.
- Health Careers Applications are available at www.kvcc.edu or by emailing healthcareers@kvcc.edu.
- **The Immunization form must be completed when you apply. The TB test and health physical can be completed AFTER acceptance into the program since these two items are only valid for one calendar year. Please note that a Rubella titer (#4 on the form) is REQUIRED.**
- All requirements (listed above) must be completed to be accepted into the program.
- A negative criminal background check (**on-campus** Live Scan fingerprinting) will be required upon acceptance.
- A negative drug screen will be required – testing will be done **on campus** prior to externship.

Standards of Progress

In order to remain in the MAT program, progress to the next semester, complete the program and graduate, each student must earn a grade of at least 2.0 in each required course in the discipline of MAT. Students must also successfully pass the Entry Level and Pharmacology Math tests at the beginning of the program.

MEDICAL ASSISTANT TECHNOLOGY Certificate Program Outline

*Tuition rates are determined by the legal residence of the student and are subject to change. All rates are *per Contact Hour**

In-District: \$107 ~ Michigan Out of District: \$184 ~ Out of State: \$247 ~ International: \$279

<u>Semester I – Fall Entry</u>	<u>Credit Hours</u>	<u>Contact (Billing) Hours</u>	<u>Estimate of Cost (Based On In-District Rate)</u>	
MAT 100 Medical Administrative Procedures I	3	3	Tuition	\$1,926.00
MAT 106 Medical Clinical Procedures I	3	5	Enrollment Fee	\$34.00
MAT 109 Medical Clinical Procedures II	3	5	General Fee	\$84.00
MAT 112 Medical Terminology & Anatomical Systems I	2	2	Books	\$850.00
ENG 110 College Writing I	3	3	Uniforms	\$100.00
(OR)	(OR)	(OR)	Stethoscope	\$25.00
ENG 160 College Writing and Research	4	4	Semester Subtotal:	\$3,019.00
Semester Subtotal:	14 or 15	18 or 19		
(Minimum Already Completed for Prerequisites):	2	2		

Semester II – Winter

MAT 200 Medical Administrative Procedures II	3	3	Tuition	\$1,498.00
MAT 205 Laboratory Procedures	3	5	Enrollment Fee	\$34.00
MAT 207 Pharmacology for Medical Assisting	2	2	General Fee	\$84.00
MAT 209 Human Disease	1	1	Books	\$430.00
MAT 210 Medical Terminology & Anatomical Systems II	2	2	Semester Subtotal:	\$2,046.00
RCP 125 Basic Cardiac Life Support	1	1		
Semester Subtotal:	12	14		

Semester III – Summer

MAT 206 Medical Computer Applications	3	3	Tuition	\$856.00
MAT 223 Medical Assisting Seminar	1	1	Enrollment Fee	\$34.00
MAT 274 MAT Externship	4	4	General Fee	\$84.00
Semester Subtotal:	8	8	Books	\$100.00
			Semester Subtotal:	\$1,074.00

Min. Program Total (Including Prerequisites):	36	42
	Credits	Contact Hours

Overall Program Cost Estimate

Tuition (based on In-District rate, NOT including prerequisites)	\$4,280.00
Misc. Costs: Books, Fees, etc.	\$1,859.00
Health Physical (after acceptance, if needed)	\$100.00
Immunizations and/or Titers (prior to acceptance, if needed)	\$250.00
Misc. Expenses: Live Scan Fingerprinting, Drug Screen, Flu Shot	\$115.00
Board Exam Fee	\$125.00

Total Approximate Cost: \$6,729.00 (not including prerequisites)

***NOTE:** An **acceptable criminal background check** and a **negative drug screen** will be required. Due dates and further information will be provided upon acceptance into the program.