



**NORTHEAST**  
MISSISSIPPI COMMUNITY COLLEGE

**Medical Assisting Technology  
Information Packet**

Dear Applicant,

Thank you for your interest in the Northeast Mississippi Community College Medical Assisting Technology Program.

This is an 11-month certificate program consisting of classroom work and clinical experience. Students are required to complete all course work with a grade of "C" or higher. Students may satisfy the Associate of Applied Science degree requirements by completing a total of 70 required hours. See the Medical Assisting Technology Program of Study for a listing of required courses.

Successful completion of the certificate program (45 hours) entitles graduates to sit for the American Association of Medical Assistants National Certification Examination. The Certificate Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), upon recommendation by the Curriculum Review Board of the Medical Assisting Education Review Board.

To be considered for August admission, you must **complete the online application for Medical Assisting Technology** <https://www.nemcc.edu/health-sciences/programs/medical-assisting-technology/index.html> and sit for a personal interview with Ms. Hopkins by May 1. During the interview, Ms. Hopkins will explain the profession, the curriculum, and the requirements for successful completion of the program, as well as answer any questions you may have. Please contact Ms. Hopkins at (662) 720-7393 or [vjhopkins@nemcc.edu](mailto:vjhopkins@nemcc.edu) to schedule an interview.

Please visit [www.nemcc.edu](http://www.nemcc.edu) for the following Medical Assisting Technology information:

- Program of Study
- Course Descriptions
- Admission Requirements
- Student Handbook
- Program Mission and Goals
- Program Outcomes
- Student Health Forms
- Other Links-[www.aama-ntl.org](http://www.aama-ntl.org)

In compliance with Title VI of the Civil Rights Act of 1964; Title IX, Educational Amendments of 1972 of the Higher Education Act; and, Section 504 of the Rehabilitation Act of 1973, as amended, the Board of Trustees of Northeast Mississippi Community College has adopted this policy assuring that no one shall, on the grounds of race, color, age, national origin, or sex, be excluded from participating in, be denied the benefits of, or otherwise be subjected to discrimination in any program or activity of the College. Northeast Mississippi Community College adheres to the principle of equal educational and employment opportunity without regard to race, sex, age, color, creed, or national origin. This policy includes the qualified handicapped and extends to all programs and activities supported by the College. The Section 504 Coordinator is Leigh Ann Stewart, Wright Hall (662)720-7192 and the Title IX Coordinator is Liz Roark, (662)720-7223.

*Contact Information*

*Vickie J. Hopkins, MHS, CMA (AAMA)*

*Program Director of Medical Assisting Technology*

*Hargett Hall Room 202*

*(662)-720-7393*

[vjhopkins@nemcc.edu](mailto:vjhopkins@nemcc.edu)



**Medical Assisting Technology**

**Certificate Program**

Successful completion of the certificate program (45 hours) entitles the graduates to receive a Certificate Award and to sit for the American Association of Medical Assistants National Certification Examination.

Prerequisite Courses for Medical Assisting are: Semester Hours

BIO 1534 Survey of Anatomy & Physiology or  
 BIO 2514 Anatomy & Physiology I (“C” grade or above).....4  
 American Heart Association CPR at the Health Care Provider level

First Semester Semester Hours  
 MET 1113 Medical Terminology.....3  
 MET 1214 Medical Business Practices.....4  
 MET 1314 Clinical Procedures I.....4  
 MET 1413 Medical Law and Ethics.....3  
 MET 1513 Pharmacology .....3

*Total Hours 17*

Second Semester Semester Hours  
 MET 1323 Clinical Procedures II.....3  
 MET 2224 Computer Concepts for Medical Assistants.....4  
 MET 2234 Medical Insurance.....4  
 MET 2334 Medical Lab for Medical Assistants.....4  
 MET 2613 Clinical Review.....3

*Total Hours 18*

Summer Term  
 MET 2716 Practicum .....6

*Total Hours 6*

**Associate of Applied Science**

In addition to the courses listed above, students may satisfy the Associate of Applied Science degree requirements by completing the following courses. This program of study requires a total of 70 hrs.

First Semester Semester Hours  
 CSC 1123 Computer Applications I.....3  
 ENG 1113 English Composition I.....3  
 SPT 1113 Public Speaking.....3  
 MAT 1233 Intermediate Algebra .....3  
 BIO 2514 Anatomy & Physiology I.....4

*Total Hours 16*

Second Semester Semester Hours  
 PSY 1513 Gen. Psychology.....3  
 BOT 2813 Business Communication.....3  
 BIO 2524 Anatomy & Physiology II .....4  
 Elective (Fine Arts).....3

*Total Hours 13*



# NORTHEAST

MISSISSIPPI COMMUNITY COLLEGE

**Job Description for the Student Medical Assistant:** Medical assistants perform administrative and clinical tasks to keep the offices of physicians and other health practitioners running smoothly. The duties of medical assistants vary from office to office, depending on the location and size of the practice and the practitioner's specialty. *Medical Assistants are under the direct supervision of the physician.*

**Education:** Participant in a College Medical Assisting Technology Certificate Program in the pursuit of eligibility for certification by a recognized certification agency.

**Job Knowledge:** Should utilize college classroom training and education in the clinical setting.

**Technical Standards:** In order to perform the tasks required of a medical assistant, certain physical capabilities are required. Students must demonstrate the ability to perform required functions as a routine part of classroom, laboratory, or while during the practicum. Students should be aware that successful completion of the Medical Assisting Program will depend upon the ability to meet the following technical standards.

**Physical requirements:** Major activities of this job include frequent walking, standing, and light physical effort performed on a level surface. Some carrying, lifting, kneeling, bending, reaching, and squatting are involved in the medical office. Testing procedures require the student to use a computer and telephone and employ writing and organizational skills. Manual dexterity, mobility and good vision that includes near acuity, depth perception and accommodation are physical requirements necessary for test performance and close technical work.

**Communication requirement:** Communication expected of the student includes writing, speaking, hearing, and dealing with the public. Electronic communications via computers, printers, interfaces, and fax machines are utilized in this job role. Inter-relationships define the broad level of communication needs involved in these technical responsibilities.

**Cognitive requirement:** Cognitive requirements for the medical assistant student include reading, writing, simple arithmetic, math reasoning, weighing, measuring, and analyzing data and report information. Judgment and actions required of the medical assisting student in performing and reporting analyses under supervision could result in decisions regarding management.

**Working environment/safety:** The medical assistant's work environment is indoors in an office/clinical setting. There are mechanical, electrical, chemical, and infectious material hazards in existence. Infectious material hazards involve regular exposure to disease-bearing specimens, body fluids, wastes and risk of blood-borne disease. Electrical and mechanical hazards exist in areas of equipment use. Laboratory testing procedures may expose the student to some odorous chemicals and specimens. Phlebotomy procedures require contact with patients under a wide variety of circumstances and conditions. The work environment in the medical office is subject to frequent interruptions and at times, irregular hours. Occasional pressure due to multiple calls and inquiries exists.

Safety for the medical assisting student is provided in the form of personal protective equipment and barrier precautions. Gloves face shields, goggles, fluid resistant lab coats and manual pipetting devices are used. Additionally, adequate lighting, ventilation, adjustable work surfaces, sufficiently located utilities and area security are present in the medical office.

**General Statement:** *The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. For additional information, visit the American Association of Medical Assistants web site at [www.aama-ntl.org](http://www.aama-ntl.org).*

### Contact Information

Vickie J. Hopkins, MHS, CMA (AAMA)

Program Director of Medical Assisting Technology

Hargett Hall Room 202 (662)-720-7393 [vjhopkins@nemcc.edu](mailto:vjhopkins@nemcc.edu)

**Medical Assisting Technology**  
**Certificate Program Cost Breakdown**  
*Revised August 23*

*(These are estimates only and are subject to change without notification.)*

1. Tuition (Fall, Spring, and Summer Semesters)	\$4745
2. Program Fees – Books and Course Materials (3 semesters)	\$2340
3. iPad (one time purchase, most recent OS)	\$340
4. Supplies (office supplies, stethoscope, watch with second hand)	\$100
5. Criminal Background Check	\$50
6. Hepatitis B Vaccines/TB Skin Test/Immunizations/Lab Work	\$200
7. Physical Exam	\$150
8. CPR Certification	\$20
9. Uniforms and shoes	\$200
10. AAMA Student Membership	\$25
11. CMA (AAMA) Exam	\$125

Note: Clinical travel expenses varies based on clinical site location, see student handbook for practicum policies.

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Estimated Program Cost Total	\$8305
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Estimated Annual Wage for Graduates *	\$27500
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\*2020 CMA (AAMA) Compensation and Benefits Report

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**NORTHEAST MISSISSIPPI COMMUNITY COLLEGE – HEALTH SCIENCES APPLICANT RATING SCALE**

FOR YOUR INFORMATION ONLY – PLEASE DO NOT SUBMIT THIS FORM!

Date of Application	Presently enrolled?		All transcripts here?		Transcripts pending (list):
	Yes	No	Yes	No	
	<b>Criteria</b>	<b>Value</b>			<b>Total Points</b>
1	ACT Composite	18 or less =1; 19=2; 20=3; 21=4; 22=5; 23=6; 24=7; 25-26=8; 27-28=9; ≥29=10			
2	Overall GPA (Do <b>NOT</b> rank below 2.0)	3.50 – 4.00 = 4; 3.00 – 3.49 = 3; 2.50 – 2.99 = 2; 2.25 – 2.49 = 1			
3	<b>Academic Coursework</b>			<b>Grades</b>	<b>Points</b>
<b>Prerequisite Courses (Minimum of C required)</b> A= 5 points; B= 3 points; C= 1 point		BIO 2514 Anatomy and Physiology I with Lab			
		BIO 2514 -Anatomy and Physiology II with Lab			
		BIO 2924 Microbiology			
<b>Related Academic Courses</b> A= 5 points; B= 3 points; C= 1 point  (Do not receive points for both Intermediate Algebra and College Algebra)		CHE 1211/1213 -OR- CHE 1311/1313 Chemistry			
		PHY 1212 Survey of Physics			
		PSY 1513 General Psychology			
		MAT 1313 College Alg/College Alg Plus			
		SOC ( Any Sociology)			
		CSC 1123 – Comp. App. (within 5 years)			
		SPT 1113 Public Speaking			
		EPY/PSY 2533 Human Growth & Dev.			
		ENG 1113 English Comp I			
		MAT 1233 Intermediate Algebra			
		FCS 1253 Nutrition			
		Fine Arts ART 1113 or 2713 -OR- MUS 1113 or 1123 or SPT 2233			
		LLS 1333/1343 Intro to Health Professions I or II			
<b>Medical Assisting ONLY</b> A= 5 points; B= 3 points; C= 1 point		BOT/BOA 2813/2613 Business Com			
		BIO1534 Survey of A&P			
4	<b>Professional Commitment Indicators</b>				
Points will be awarded at Program Director discretion for only one indicator - documentation due by the NEMCC graduation date in May for Fall admission and Nov. 1 <sup>st</sup> for Spring Admission		___ LPN, BS, BA or higher degree, Associate Degree in Allied Health (Resp. Therapist, Paramedic, etc.)		3	
		___ Registered EMT, CNA, "Tech" status, or Military Equivalent with at least 1 year current documented work experience, NEMCC Dental Assistant Certification		2	
		___ High School Allied Health/Health Sciences Courses (2 years), First Responder, Personal Care Aide, Registered EMT, CNA, "Tech" Status, Phlebotomy, Military Equivalent		1	
<b>GRAND TOTAL OF POINTS</b>					

Note: Applicants will be ranked in order of highest to lowest ratings. Eligibility does not guarantee admission to the program. In the event of tied ranking, order will be based on highest GPA then highest composite ACT.

(updated 07-10-2023)