



South Louisiana  
Community College

**MEDICAL ASSISTANT (MA) APPLICATION PACKET**  
***Certificate in Technical Studies, Medical Assistant***

**Please read the entire packet thoroughly before applying.**  
**Contact the campus you wish to attend to receive further information from**  
**IN PERSON at:**

Acadian Campus Fall 2018	Front Office Administrator 1933 W. Hutchinson Ave. Crowley, LA 70526 337.788.7521
C.B.Coreil Campus Fall 2018	Front Office Administrator 1124 Vocational Dr. Ville Platte, LA 70586 337.363.2197
Gulf Area Campus Fall 2018	Front Office Administrator 1115 Clover St. Abbeville, LA 70510 337.893.4984
T H Harris Campus Fall 2018	Front Office Administrator 332 E South St. Opelousas, LA 70570 337.943.1503

**If you have any questions, contact the campus you intend on applying to.**  
**Applications returned through the mail will not be accepted**

It is the policy of South Louisiana Community College not to discriminate on the basis of age, sex, race, color, religion, national origin or disability in its educational programs, activities or employment policies.

## PROGRAM INFORMATION

This program prepares students for employment in private and large group physician's offices, clinics, hospitals, medical records, laboratories and/or insurance companies. Supervised and/or preceptor based clinical externships are included. Students should note that some courses have prerequisites, which must be completed before enrolling into upper level courses and continuing in the program. Upon completion of this program, graduates are eligible to sit for the National Certification exam for Medical Assistants.

## OBJECTIVES

- To enable students to acquire the educational competencies of a certificate of technical studies graduate.
- To teach basic theoretical and clinical concepts which will prepare students for entry-level as Medical Assistants (MA).
- To provide students with an opportunity to develop the knowledge, skills, and ability necessary to function effectively in the workplace.

## EXPECTED LEARNING OUTCOMES

Students completing the Certificate of Technical Studies in Medical Assistant will:

- Comprehend introductory anatomy & physiology principles; MA law and ethics, administrative and clinical procedures, pharmacology, coding and insurance procedures and professionalism needed for success on the job.
- Demonstrate skills training and clinical experience necessary to secure employment in the health care industry and make immediate and future decisions regarding job choices and educational growth.

## SPECIFIC DEGREE REQUIREMENTS

Students wishing to earn the Certificate of Technical Studies in Medical Assistant must:

- Submit a History & Physical examination report certifying they are physically and emotionally fit for the program.
- Provide recent (less than one year) TB skin test or Chest x-ray.
- Submit proof of current immunizations.
- Pass a background check. (No earlier than March)
- Possess a CPR card for Basic Life Support for Health Care Providers.
- Purchase the required class and clinical uniform(s), and supplies as outlined by instructor.
- Adhere to HIPAA and other confidentiality clauses involving client care or clinical training.
- Arrange transportation to clinical sites or any additional trainings or extra-curricular activities.
- Earn a grade of "C" or better in each course used in the major (coded MAST, HCOR, MCIS)
- Earn a minimum program cumulative grade point average of 2.0 as well as an adjusted SLCC cumulative grade point average of 2.0.
- Attain a level of proficiency sufficient to orient new employees after employment.

### **PHASE 1 MA PROGRAM ADMISSION REQUIREMENTS – In order to be considered for admittance to the MA program you must meet the general requirements for admission to SLCC.**

- **New students:** If you are not a current student at SLCC or you have missed a major semester (Fall or Spring), you must complete an online application. If you need assistance contact the Admission's office at 337.521.9622. Please refer to <http://solacc.edu/StepsToEnroll>.
- **Continuing students:** Visit the Front office at the Lafayette campus and ask to be evaluated for the program.

1. The student will need to contact the Administrative Assistant or Campus Director at the campus they wish to attend after completing the online application for the school.
2. The student will be given information on how to complete a background check. It will need to be completed no earlier than March because they are only good for 6 months.
3. Once the background check comes back clear, the student is then scheduled for Student Success Live, a mandatory session to schedule classes.
4. There will also be a mandatory orientation the student will have to attend conducted by an administrator from the MA department to discuss information about the program.

**NOTE: STUDENTS ARE ADMITTED ON A FIRST COME, FIRST SERVE BASIS DUE TO LIMITED ENROLLMENT.**