

www.west-mec.edu

# Medical Assisting (One year)

Assist Medical Professionals with Examinations | Assess Vital Signs | Maintain Patient Records Administer Injections | Draw and Collect Blood Samples | Prepare Specimens for Laboratory Analysis

### **Program Requirements\***

- Current Junior and Senior\*\* students may apply
- One credit of English with a C or better
- One credit of a Lab Science with a C or better
- No fake nails, visible tattoos or piercings other than earlobe
- Copy of unofficial transcript
- Students may not be enrolled in two or more West-MEC Central Programs at the same time
- Proof of residency in West-MEC district boundaries due at time of registration
- Copy of birth certificate and immunizations due at time of registration
- Immunizations must be up-to-date/ no exemptions
- Program hours are not excused for participation in extra-curricular activities, athletics or employment.
- \*Program requirements are subject to change per industry age restrictions, certification requirements and administrative discretion.

### Meeting application criteria does not guarantee enrollment.

\*\* Additional program costs after graduation

# **Cost Requirements**

Upon acceptance into the program:

■ \$125.00 registration fee

(includes enrollment processing, supplies & leadership development)

Optional dual enrollment may result in additional fees.
 Refer to Credits Issued section of information sheet.

Dress code is reviewed annually to meet professional industry standards. Dress code requirements will be addressed at registration and orientation.

- West-MEC provides two uniform shirts. (Other uniform/supply requirements are the responsibility of the student.)
- West-MEC pays a portion of industry certification/licensure fees if eligibility requirements are met.

#### **Industry Certification**

#### TESTS SCHEDULED & FEES PREPAID BY WEST-MEC

American Heart Association Basic Life Support for Healthcare Providers, OSHA-10,

#### TEST FEES REIMBURSED BY WEST-MEC

Registered Medical Assistant OR Certified Clinical Medical Assistant, Registered Phlebotomy Technician OR Certified Phlebotomy Technician





# **Career Pathways**

Medical assistant, phlebotomist, chiropractic assistant, insurance biller, coder, lab assistant, health services administrator, home health aide, physician assistant\*, family and general practitioner\*, registered nurse\*, nursing assistant\*

Entry level salary range: \$11.99 – 14.12 per hour\*\*

\* with additional education in this pathway
\*\*Bureau of Labor Statistics, Occupational Employment & Wages

#### Location

#### **West-MEC Northeast Campus**

1617 W. Williams Drive Phoenix, AZ 85027 623.435.4920

#### **West-MEC Southwest Campus**

500 N. Verrado Way Buckeye, AZ 85326 623.872.6260

(Transportation provided by the student/parent)

## Hours

Monday - Friday

#### **West-MEC Northeast Campus**

One year program: 7:00 AM – 11:00 AM

#### **West-MEC Southwest Campus**

One year program: 7:00 AM – 11:00 AM

Summer hours may be required to complete externship.

One year/720 hour program

NOTE: West-MEC and high school calendars may not align.

Program information may change as West-MEC strives to provide the best opportunities for students. Refer to www.west-mec.edu for most current information.





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Enrollment Information	Student Success Indicators
<ul> <li>West-MEC programs are competitive.</li> <li>The order for filling seats by grade level is as follows:         <ul> <li>Current juniors</li> <li>Current seniors*</li> </ul> </li> <li>Applications are ranked, in part, by attendance, GPA, discipline and career choice (ECAP) - (see rubric with student application).</li> <li>West-MEC priority application submission date is February 6, 2019 Contact school counselors for deadlines for submitting applications to high school.</li> <li>*Details regarding additional program costs are available at <a href="http://west-mec.edu">http://west-mec.edu</a></li> </ul>	<ul> <li>History of good attendance and discipline</li> <li>Strong interest in chosen career pathway</li> <li>Completed or enrolled in Biology preferred</li> <li>Comfortable administering and receiving injections</li> <li>Ability to get along with other students and cooperate with instructor</li> <li>Ability to work accurately/follow procedures to an industry standard</li> <li>Strong technical reading and study skills</li> <li>The textbook for this course is written at the college reading level.</li> </ul>
Grading Scale	Credits Issued by West-MEC
Grade Percent A 90% - 100% B 80% - 89% C 70% - 79% D 60% - 69% F 59% and below	High School – 5.5 elective credits (2.75 elective credits per semester)  High school credits are awarded each semester.  This program satisfies AZ university admissions requirement. (AZ Board of Regents CTE/Fine Arts credit)  Optional Dual Enrollment Credits Refer to Post-Secondary Opportunities
Post-Secondary Oppo	

#### Estrella Mountain and Glendale Community Colleges Dual Enrollment Credits

Dual enrollment credits lead to an Associate in Science (AS) or an Associate in Arts (AA) degree.

1st or 2nd semester (\$270.00)

• HCC145 Medical Terminology for Health Care Workers (3 credits)

\$15 registration fee per semester

\$85 per credit hour due soon after the classes begin\*

\*Cost based upon meeting Maricopa residency and U.S. citizen/legal residency criteria (Must complete "Maricopa Community Colleges Student Declaration of Citizenship or Status" form. Visit www.maricopa.edu/residency)

For dual enrollment grant availability, check with the Maricopa Community Colleges and West-MEC.

Courses taken under dual enrollment may impact federal financial aid eligibility. To obtain additional information, West-MEC encourages you to inquire with the college or university where you intend to enroll.

A student who withdraws from the West-MEC program may receive college credit based on the number of completed courses.

In a post-secondary setting, students are responsible to learn the policies of the institution to ensure that credits transfer to fulfill specific degree requirements. Refer to www.aztransfer.com for Arizona colleges and universities.

Dual Enrollment credits on each campus may vary based on West-MEC faculty qualifications.

Program information may change as West-MEC strives to provide the best opportunities for students. Refer to www.west-mec.edu for most current information.





# **Details regarding Industry Credential Scheduling and Cost:**

This program prepares students to seek certification or licensure for multiple industry credentials. Payment and scheduling responsibility is noted per industry credential as follows:

<sup>1</sup>West-MEC schedules and pre-pays testing fees for the industry credential which is offered in class to eligible students

<sup>2</sup>West-MEC will reimburse exam/license fee to eligible students, student is responsible for applying, scheduling, testing, and submitting for reimbursement

<sup>3</sup> Student is responsible for applying, scheduling, testing, and paying for the industry credential, should the student seek it

For further details regarding Industry Credential scheduling and cost please contact:

Katie Mehin, West-MEC Director of Career Services | Email: Katie.Mehin@west-mec.edu | Office: 623-738-0057

#### Required for Industry Employment

The industry credential is required for employment in the field a majority of the time

#### <sup>1</sup> Pathway to American Heart Association Basic Life Support for Healthcare Providers for Certification:

- Testing Agency: American Heart Association, www.heart.org
- Certification in Basic Life Support for Healthcare Providers
- Testing Cost: \$5
- Testing is offered through West-MEC Central Program.

# Preferred for Industry Employment

The industry credential is sought after by employers,

candidates with this industry credential are likely to be given priority in hiring over others who do not hold it

Medical Assistant Certification Options Students may choose one Medical Assistant option to submit for financial assistance	
Option One:	Option Two:
<sup>2</sup> Pathway to <u>Registered Medical Assistant:</u>	<sup>2</sup> Pathway to Certified Clinical Medical Assistant:
Testing Agency: American Medical Technologist	Testing Agency: National Healthcareer Association
<ul> <li>http://www.americanmedtech.org/GetCertified/RMAEligibility.aspx</li> </ul>	<ul> <li>https://www.nhanow.com/certifications/clinical-medical-assistant</li> </ul>
• Testing Cost: \$120.00	• Testing Cost: \$155
<ul> <li>Student may seek certification as a (RMA) after completing all</li> </ul>	Student may seek certification as a (CCMA) after completing an
required hours and training, including an externship of at least 160	approved training program. West-MEC is considered an approved
documented hours	training program. No externship is required to sit for the CCMA.



Phle botomy Certification Options Students may choose one Phle botomy option to submit for financial assistance	
Option One:	Option Two:
<sup>2</sup> Pathway to Registered Phlebotomy Technician:	<sup>2</sup> Pathway to Certified Phlebotomy Technician:
Testing Agency: American Medical Technologist	Testing Agency: National Healthcareer Association
<ul> <li>https://www.americanmedtech.org/Get-Certified/RPT-Eligibility</li> </ul>	<ul> <li>https://www.nhanow.com/certifications/phlebotomy-technician</li> </ul>
• Testing Cost: \$120.00	Testing Cost: \$117
Student may seek certification as a Registered Phlebotomy Technician	Student may seek certification as a Certified Phlebotomy Technician
(RPT) after completing all required hours and training, including a	(CPT) after completing all required hours and training, including
minimum of 50 successful venipunctures and 10 successful capillary	successfully performing a minimum of 30 venipuncture and 10
punctures from human sources.	capillary sticks on live individuals.

# **Relevant for Industry Employment**

The industry credential is acknowledged by employers, candidates with this industry credential will signal to employers knowledge in the area but may not get priority in hiring over some one with industry experience

# <sup>1</sup> Pathway to OSHA-10:

- Testing Agency: Occupational Safety & Health Administration, <a href="https://www.osha.gov/dte/index.html">https://www.osha.gov/dte/index.html</a>
- Testing Cost: \$10.00
- Testing is offered through West-MEC Central Program.