



T: 610.892.1500  
800 MANCHESTER AVENUE  
MEDIA, PA 19063-4089  
WWW.PIT.EDU

## **RE: Clinical Medical Assistant Program**

Dear Interested Candidate,

Thank you for your interest in the Clinical Medical Assistant Program. Our medical assistant certificate is a comprehensive program that is designed for students looking to embark on a career in clinical healthcare settings. This program combines the teaching of necessary skills and knowledge to help students excel in a variety of clinical roles. Specifically, assisting physicians in delivering quality patient care. Not only does our medical assistant certificate program include practical, hands-on experience, but it is delivered in small class settings for personalized attention and a deeper understanding of the topics. The program is nine (9) months and consists of a mix of courses that are live, virtual and taught through zoom and on campus day classes

Please note that externship sites and employers will require a satisfactory background check, including a criminal record check and child abuse clearance for every state in which you have lived within the past ten years. You also will be asked to complete a drug screen. One of our compliance coordinators will help you thought this process and it will be completed using American Data Bank (ADB).

Included in this packet are the following:

- Medical Assisting Curriculum
- Technical Standards and Essential Functions
- Frequently asked questions about the program
- CMA Program Health and Immunization Record
- CMA Admission Requirements Declaration

I encourage you to call (610) 892-1500 and ask to speak with an admissions representative about this program. I wish you the very best as you begin admission into the Clinical Medical Assistant Program.

Sincerely,

*Corey Glavin-Dennis, MSN, BA, RN, CNE*  
*Assistant Dean of Nursing*  
*Walter R. Garrison College of Nursing at Pennsylvania Institute of Technology*

## CLINICAL MEDICAL ASSISTANT (CMA) Certificate Recommended Course Sequence

**\*\*Students MUST pass all CMA courses with a grade of 73% or higher in order to move forward in the CMA Program. \*\***

### **Term 1 OR 2\* (10 credits)**

CMA109: Clinical Medical Assistant (3 credits- 2 lecture/1 lab)

CMA115: Immunology and Pharmacology (3 credits- 2 lecture/1 lab)

CMA153: Medical Terminology and Human Body Systems (4 credits- 4 lecture)

### **Term 1 OR 2\* (10 credits)**

CMA209: EKG and Cardiovascular System (3 credits- 2 lecture/1 lab)

CMA212: Clinical Procedures and the Urinary System (4 credits- 2 lecture/2 lab)

CMA217: Phlebotomy (3 credits- 2 lecture/1 lab)

**\*\*Classes in term 1 and 2 will be rotated on the college's term schedule. Students can start in either sequence of courses**

### **Term 3\*\* (7 credits)**

CMA250: Clinical Medical Assistant Externship (4 credits- 1 lecture/3 clinical (180 hrs)

CMA248: Health Coaching and Communications (3 credits- 3 lecture)

**\*\*All previous coursework must be complete before taking Term 3 courses:  
CMA250/CMA248**

**Program Total: 27 credits**

### **Associate's degree Option:**

Students can earn an Associate's Degree in Allied Health by combining the CMA program with the required general education courses listed below.

English Composition	General Biology & Lab	General Chemistry & Lab
Analytical Writing	Mathematics for Healthcare Professionals	Healthcare in a Transcultural Environment
Software Applications	Statistics	Critical Thinking
Human Growth & Development	Introduction to Psychology	

## **Medical Assisting Program**

### **Technical Standards/Essential Functions**

Medical Assisting students must be able to apply the knowledge and skills necessary to function in various healthcare environments. On average, medical assistants spend 73% of their workday standing or walking. Additionally, as medical professionals, students will need to feel comfortable communicating with various individuals. Career requirements are fully outlined in the *U.S. Department of Labor, Occupational Outlook Handbook*.

To fulfill the requirements to be part of the Medical Assisting Program at P.I.T., students must be able to meet the standards associated with the profession.

#### **Physical Requirements:**

- Standing, walking and lifting for long periods, which use the stomach and lower back muscles to support the body without getting tired (endurance).
- Be able to hold the arm and hand in one position or hold the hand steady while moving the arm
- Ability to move two or more limbs together (for example, two arms, two legs, or one leg and one arm) while remaining in place
- Finger Dexterity — the ability to make precisely coordinated movements of the fingers of one or both hands to grasp, manipulate, or assemble tiny objects
- Handling and Moving Objects — using hands and arms to grasp, move, or assemble objects
- Use muscles to lift, push, pull, or carry heavy objects
- Use technology effectively

#### **Cognitive Requirements:**

- Oral Comprehension — the ability to listen to and understand information and ideas presented through spoken words and sentences
- Oral Expression — the ability to communicate information and ideas in speaking so others will understand
- Speech Clarity — the ability to speak clearly so others can understand you.
- Speech Recognition — the ability to identify and understand the speech of another person
- Written Comprehension — the ability to read and understand information and ideas presented in writing
- Written Expression — the ability to communicate information and ideas in writing so others will understand
- Demonstrate the emotional maturity and stability to approach highly stressful human situations in a calm and rational manner
- Read, speak, and write English

- Exhibit effective emotional coping skills as students deal with the challenges of adult education

#### **Affective Requirements:**

- Exhibit work habits that adhere to ethical standards of conduct as well as following applicable state and federal laws
- Demonstrate respect and engage in non-judgmental interactions with individuals regardless of lifestyle, culture, race, socioeconomic class, and abilities
- Work effectively in a group setting

#### **Sensory Requirements:**

- See differences between colors, shades, and brightness
- See details of objects that are more than a few feet away
- Hear sounds and recognize the difference between them
- Focus on one source of a sound and ignore others

#### **Critical Thinking Requirements:**

- Possess the intellectual ability to use judgment and problem-solving while working with patients
- Practice active listening — giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times
- Possess the ability to prioritize multiple tasks and make sound decisions

#### *Sources:*

- *National Center for O\*NET Development. 31-9092.00 – Medical Assistant. O\*NET OnLine. Retrieved from <https://www.onetonline.org/link/summary/31-9092.00>*
- *United States Department of Labor, Bureau of Labor Statistics. (2022). Occupational Requirements Survey. Retrieved from: <http://www.bls.gov/ors/>*

## CLINICAL MEDICAL ASSISTANT PROGRAM

### FREQUENTLY ASKED QUESTIONS

**1. What is the Clinical Medical Assistant (CMA) Program?**

The CMA Program is a Certificate Program designed to prepare the student for a successful medical assisting career and employment in the healthcare field, facilitate personal growth experience, and provide associate degree opportunities in Allied Health.

**2. Who is the Director of the CMA program?**

Corey Glavin-Dennis is the Assistant Dean of Nursing. He can answer any questions you may have at [Corey.Dennis@pit.edu](mailto:Corey.Dennis@pit.edu).

**3. Is the CMA Program approved?**

Yes. The National Healthcare Association approves the program.

**4. Will criminal history prevent continuance in the program?**

Yes, it will. While it depends on the specific criminal history details, medical facilities are reluctant to hire anyone with a criminal record. A healthcare career is one of the most trusted positions a person can pursue. To ensure this, healthcare facilities are very strict about whom they consider for employment.

Information provided during the admission process is used to consider eligibility to join the program. Information that is found to be a misrepresentation is grounds for dismissal from the program.

**5. When do I need to submit my healthcare paperwork? What happens if I do not submit it on time?**

Students who have not submitted all their required documentation by the end of their second term will not be permitted to continue to Externship portion of the program. To move on to an externship, students **must** fulfill this requirement.

**6. How many credits is the program, and how long will it take to complete it? Will I earn a degree?**

The curriculum is comprised of 27 Medical Assisting credits. The curriculum is divided into three terms of instruction for approximately 36 weeks (about 8 and a half months) of education. The full-time day curriculum is a nine (9) month program.

Students interested in earning an associate degree can apply for the CMA credits to the Allied Health associate degree. Students can complete the CMA certificate and associate degree classes in approximately two years.

**7. What are the roles and responsibilities of a medical assistant?**

Medical assistants are often employed at doctor's offices, where they are responsible for these healthcare activities:

- ☐ Checking patients in and out upon arrival and departure

- ☐ Answering phone calls and questions
- ☐ Preparing patients for examination by taking medical histories and collecting vital signs
- ☐ Administering injections or medications as directed by a physician
- ☐ Working with electronic health records (EHR)
- ☐ Collecting and preparing laboratory specimens
- ☐ Performing basic laboratory tests
- ☐ Instructing patients about medication and special diets
- ☐ Transmitting prescription refills as directed
- ☐ Drawing blood
- ☐ Conducting electrocardiograms
- ☐ Removing sutures and changing dressings

Medical assistants are instrumental in helping patients feel at ease in the physician's office and often explain the physician's instructions. Medical Assistants are also employed in long-term care facilities and ambulatory surgical centers.

## 8. **What is included in my tuition?**

Student tuition covers many of the expenses related to attending school. Your tuition and fees include:

- Textbooks
- Online activities for virtual learning and simulations
- CPR Training and Certification
- American Data Bank
- Blood pressure cuff and stethoscope
- Three certification exams (CMA, CET, CPT)

Students are responsible for purchasing their own scrubs and lab coats and the cost of healthcare-based requirements, such as a titer exam.

## 9. **Is tutoring available?**

PIT is organized for student success. PIT provides peer, private, and group tutoring in our Student Resource Center. Additionally, Medical Assisting instructors are available for academic advising, tutoring, guidance, and support of students.

PIT also offers a full-service **library** providing both on-campus and virtual assistance. The librarian works directly with students to help them find research materials, verify online resources, and avoid plagiarism.

## 10. **Will I receive a certification immediately upon completion of the CMA program?**

No. Graduation from the CMA program qualifies you to sit for the certification exam through the National Healthcareer Association (NHA). Your tuition covers the cost of 3 certification exams if you sit for the exam **within one year of completion**.

If you have not taken your certification exam within five (5) years of completing the program, you will no longer be eligible to sit for the certification exam through the NHA.

**11. What sites are used for externship experiences?**

Externship sites include doctors affiliated with Penn Medicine, Mainline Health, and many private practice facilities. Clinical sites are not limited to Delaware County and may be out of state.

**12. Can I request a specific medical office for my externship?**

The program director and the faculty decide on clinical site placement. Requests for clinical site placement are not guaranteed.

**13. Is transportation provided to and from the clinical sites?**

Students are responsible for their own transportation.

**14. What type of patients do students care for during externship experiences?**

Each student will be assigned to (and expected to) care for men, women, and children with various health problems. Students are not permitted to refuse a patient care assignment.

**15. What resources are available to help fund my education?**

Financial aid is available for those students who qualify through federal, state, institutional, and special programs. Student loans are available. Some employers offer tuition forgiveness (repay outstanding loans for education) programs in exchange for employment.

There are also professional and community organizations that provide scholarships to students. For further information on federal, state, or college aid, go to [www.fasfa.gov](http://www.fasfa.gov).

P. I. T. Students who need assistance should contact their Financial Aid Office representatives to help them apply for financial aid. Please refer to the scholarships page on the P.I.T website for more information about applying for a certificate scholarship.

**Pennsylvania Institute of Technology  
Clinical Medical Assistant Program  
Health and Immunization Record**

*Please take to your healthcare provider to complete the following:*

Name (PRINT) \_\_\_\_\_

Date of Birth \_\_\_\_\_

<b>Part A. Provide a copy of your immunization records or positive titer results (within the last five years) for the following:</b>	<b>If the titer is non-immune/non-reactive, please note the date of vaccine administration.</b>
1. Rubeola titer results ( <b>attach a copy of titer results</b> )  Results: <input type="radio"/> immune <input type="radio"/> non-immune/non-reactive	Date of rubeola vaccine, if necessary
2. Rubella titer results ( <b>attach a copy of titer results</b> )  Results: <input type="radio"/> immune <input type="radio"/> non-immune/non-reactive	Date of rubella vaccine, if necessary
3. Varicella titer results ( <b>attach a copy of titer results</b> )  Results: <input type="radio"/> immune <input type="radio"/> non-immune/non-reactive	Date of varicella vaccine, if necessary
4. Mump titer results ( <b>attach a copy of titer results</b> )  Results: <input type="radio"/> immune <input type="radio"/> non-immune/non-reactive	Date of mump vaccine, if necessary

**Part B. Vaccinations**

**Tetanus/Diphtheria vaccine within the last ten years?**    Yes ☐    No ☐  
 If yes, date \_\_\_\_\_    If no needs booster, date administered. \_\_\_\_\_

**Influenza vaccine within the last 12 months?**    Yes ☐    No ☐  
 If yes, date \_\_\_\_\_    If no-- needs vaccine, date administered. \_\_\_\_\_

**Covid vaccine within the last 12 months?**    Yes ☐    No ☐  
 If yes, date    first vaccine, 2<sup>nd</sup> vaccine    If no, needs vaccine, dates administered. \_\_\_\_\_



**Hepatitis B vaccine\* (must begin vaccination series before the start of the program)**

Dosage	Date Administered	Administered By
Dose 1		
Dose 2		
Dose 3		

\*If you have had the series but do not have documentation, you will need a Hepatitis B titer:

Results      ☐ immune      ☐ non-immune/non-reactive

Attach a copy of the result and, if non-immune/non-reactive, the date of the Hepatitis B vaccine booster.

**Part C. Tuberculosis screening**

1. **Tuberculin skin test (Mantoux), 2 step PPD unless have had a 2 step done within the last year, then 1 step is acceptable.**

A. Administered on \_\_\_\_\_ Date read \_\_\_\_\_ Results negative positive

B. Administered on \_\_\_\_\_ Date read \_\_\_\_\_ Results negative positive

2. **Or if not a candidate for tuberculin skin test (please circle)**

QuantiFERON Results negative positive

**If positive, the student must have a chest x-ray (please circle). Attach a copy of the result.**

Chest x-ray Results normal abnormal

**Attach a copy of the chest x-ray report.**

**Part D. Results of the physical exam.**

**Health Care Provider, please check one of the following statements. Thank you.**

\_\_\_\_\_ There were no findings or health conditions indicative of limitations in physical activity, cognitive function, or ability to perform the tasks required of a student in a Clinical Medical Assistant Program.

\_\_\_\_\_ There are findings or health conditions\* that require special accommodations or may indicate limitations in physical activities, cognitive function, and/or ability to perform the tasks required of a student in a Clinical Medical Assistant Program. **Attach a list of those findings or health conditions.**

**PRINT Name of Health Care Provider** \_\_\_\_\_

**Phone number:** \_\_\_\_\_

Signature of Health Care Provider: \_\_\_\_\_

***Return the completed form to the student or mail or fax it directly:*** ☐  
**Pennsylvania Institute of Technology - Clinical Medical Assistant Program**  
**800 Manchester Avenue**  
**Media, PA 19063-4098**  
**(610) 892-1500**  
**(610) 892-1569 FAX**

**PENNSYLVANIA INSTITUTE OF TECHNOLOGY  
CLINICAL MEDICAL ASSISTING PROGRAM  
ADMISSION REQUIREMENTS DECLARATION**

- ☐ I understand that all submitted documents and completed forms become the property of the College and are non-returnable.
- ☐ I understand that misrepresentation in the application procedure is cause for dismissal from the program.
- ☐ I understand I must provide a High School Diploma, GED transcript, or PA Department of Education (DOE) Certificate of Preliminary Education (CPE).
- ☐ I understand a student will not be able to continue with a disqualifying result in the drug screening.
- ☐ I understand I will complete a background packet through American Data Bank (ADB), which includes child abuse clearances, criminal history check, physician clearances, and vaccine records. I understand a student will not be able to continue with a disqualifying result.
- ☐ I understand that I should carefully consider the program's mental and physical demands before beginning the program.
- ☐ I understand the Clinical Medical Assisting program is a 9-month, live virtual and in person day program. I can earn an associate degree in Allied Health if I want to continue my education.
- ☐ I understand that failure to provide documents or meet deadlines is grounds for rescinding admission or dismissal from the program.

**I, the undersigned:**

- ☐ **Have read and understand the Clinical Medical Assistant Program Admission Requirements.**
- ☐ **I know that I am responsible for doing or obtaining and paying for the cost of requirements designated to the candidate.**

<b>Candidate Name</b>	<b>Signature</b>	<b>Date</b>