



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. The program is a nine (9) month program. Terms include live virtual meetings in that classes are delivered via ZOOM with mandatory attendance. Terms on campus are 4 days/week in person on campus during the day. Included in this packet is the Medical Assisting Curriculum for the program and *Recommended Course Sequence*, which details the terms and courses. Term sequences are subject to change.

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. This process will begin in Term 2 using American Data Bank (ADB)

Enclosed are *FREQUENTLY ASKED QUESTIONS* about the Clinical Medical Assistant Program.

I encourage you to call (610) 892-1500 or (800) 422-0025 and ask to speak with an Enrollment / Admissions Specialist about this program. I wish you the very best as you begin admission into the Clinical Medical Assistant Program.

Sincerely,

Robyn Tarpley, ASRT, MS.
Director, Medical Services
Robyn.Tarpley@pit.edu

**CLINICAL MEDICAL ASSISTANT (CMA)
Certificate
Recommended Courses**

TERM

		Lecture	Lab	Credits
CMA 109	Clinical Medical Assistant	2	1	3
CMA 115	Immunology and Pharmacology	2	1	3
BIO 118	Medical Terminology	3	0	3
BIO 119	Medical Terminology Lab	0	1	1
TERM TOTAL		8	2	10

TERM

		Lecture	Lab	Credits
CMA 209	EKG and Cardiovascular System	2	1	3
CMA 212	Clinical Procedures and the Urinary System	2	2	4
CMA 217	Phlebotomy	2	1	3
TERM TOTAL		6	4	10

TERM 3

		Lecture	Clinical	Credits
CMA 250	Clinical Medical Assistant Externship	1	180 hours (3 cr)	4
CMA 248	Health Coaching and Communications	3	0	3
TERM TOTAL		4	3	7

PROGRAM TOTAL	18	9	27
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Students can earn an Associate's Degree in Allied Health by combining the CMA program with the required general education courses.

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	
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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 Assistant Director of the CMA program?

Robyn Tarpley is the Director of Medical Services programs. She can answer any questions you may have at Robyn.Tarpley@pit.edu.

3. Is the CMA Program approved?

Yes. The National Healthcare Association approved 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 employment. Charges and convictions involving drugs and/or alcohol are not permitted. These charges will need to be expunged before acceptance or continuance in the CMA program.

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.

Students will be required to complete a series of clearances to be eligible for Externship Placement. These documents will be uploaded to American Data Bank which is a repository used to store these documents. Clearances include PA child abuse clearance, PA criminal background check, FBI fingerprint results, negative drug screen. Please reach out to Kara Somers, clearance coordinator, for additional information.

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 risk externship placement. Externship placements take 6 weeks to organize and finalize. To move on to an externship, students **must** fulfill this requirement. The requirements include but are not limited to: PIT physical dated within 12 months of program, personal health history form, immunization records, bloodwork/titer results. Please reach out to Kara Somers, clearance coordinator, for additional information.

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 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 examinations 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 expenses related to attending school. Your tuition and fees include:

- Textbooks
- Online activities for virtual learning and simulations
- CPR Training and Certification
- Blood pressure cuff and stethoscope
- Three certification exams (CCMA, PHLEBOTOMY, ECG)

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

9. Is tutoring assistance 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 Health Career Associate (NHA). Your tuition covers the cost of 3 certification exams if you sit for the exam **within one year of completion**.

Students can take the NHA certification exams after all didactic courses are successfully completed earning a grade of a “C” or better. Results will not be released to students until the externship is completed with a grade of ‘C’ or better.

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, Mid-Atlantic Urology, CHOP, and many private practice facilities. Clinical sites are not limited to Delaware County and may be out of state. We also have sites in Pain Management and Integrated Medicine

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 always guaranteed.

13. Is transportation provided to and from 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.

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 scholarship

certificate.

**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 screening through American Data Bank (ADB), which includes child abuse clearance, criminal history check, FBI fingerprints, drug screen, physician clearances, and vaccine/titer 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, 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.**

Candidate Name	Signature	Date