Adult Education
Registered Medical Assistant
Admissions Requirements:
- Pre-entrance Assessment
- All students must be 18 years of age
- Documentation of High school diploma or its equivalent (e.g., a GED or foreign diploma).
- Complete program application form

Important Information:
The following information will be required before any student is permitted to participate in a clinical externship. The following must be complete 8 weeks prior to externship.
- Physical exam signed by licensed physician
- Negative TB skin test (2-step) within the previous 12 months that will also cover the externship,
- Hepatitis B Series (must have completed all 3 vaccines),
- Health status (physical) within the previous 12 months that qualifies the student to work directly with patients,
- Positive titers for:
  - Measles (Rubeola Ab IgG)
  - Mumps (AB IgG)
  - German Measles (Rubella Ab IgG)
  - Mumps Ab IgG
  - Chicken pox (Varicella Zoster IgG)
  - Poliomyelitis (Polio Virus)
  - Tdap Vaccination
  - Hepatitis B Surface Ab (Hep B shot and Hep B titer)
- BCI State background check (fingerprinting). You must have lived in Ohio for five (5) consecutive years or you will also need to get an FBI (federal) background check.

Please be advised that any clinical facility has the right to deny participation to any student who does not receive a clean background check. The level of clearance required is determined by the facility. If a student receives negative background check, CVCC cannot guarantee clinical placement.

Program Start Dates:
Monday, Tuesday, Wednesday and Thursday 8:30 am to 3:00 pm
- 10/21/2013 – 7/31/2014

Certifications:
- BLS Healthcare Provider (included in cost of program)
- AMT Registered Medical Assistant (not included in cost of program)

Program Description:
Students who successfully complete this program will be prepared to become an integral member of the health care delivery team, qualified to work in the administrative office, the examining room and the physician office laboratory. The Medical Assistant, also a liaison between the doctor and the patient, is of vital importance to the success of the medical practice. Successful completion of this program will qualify students to sit for the American Medical Technologists Registered Medical Assistant (RMA) certification exam. 200-hours of unpaid externship included. Some Saturdays are required in this program. Financial aid is available to those who qualify.
Textbooks: $757.00
*As of 8/7/13 book prices have increased due to changes in publisher pricing and available editions.

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<tr>
<th>Title</th>
<th>ISBN</th>
<th>CVCC Cost</th>
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<tr>
<td>Medical Assisting: Administrative and Clinical Competencies</td>
<td>978-1418032661</td>
<td>156.39</td>
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<tr>
<td>- Textbook</td>
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<tr>
<td>- Workbook</td>
<td>978-1418032678</td>
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<tr>
<td>Comprehensive Medical Terminology</td>
<td>978-1435439870</td>
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<tr>
<td>Complete Textbook of Phlebotomy (New Ed.)</td>
<td>978-0840022998</td>
<td>86.99</td>
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<tr>
<td>Computerized Medical Office Procedures (New Ed.)</td>
<td>978-1437716085</td>
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<tr>
<td>Delmar’s Drug Handbook</td>
<td>978-1133280309</td>
<td>21.00</td>
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<tr>
<td>Principles of Pharmacology for Medical Assisting (New Ed.)</td>
<td>978-1111131821</td>
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<tr>
<td>Basic Arrhythmias (New Ed.)</td>
<td>978-0135002384</td>
<td>78.30</td>
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<tr>
<td>Delmar’s Medical Assisting Exam Review</td>
<td>978-1401872304</td>
<td>103.99</td>
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<tr>
<td>BLS Healthcare Provider Student Manuel</td>
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Expenses:

Tuition: $6795
Books: $757
Supplies: $250
Seat Fee: $50

Instructor:

Mary Hrouda, RN
mhrouda@cvccworks.edu
440-746-8151

Testing Pass Rates:

2011 - 100%
2010 - 98%
2009 - 98%

Facilities:

All classes are held at Cuyahoga Valley Career Center in the Health Careers classroom and lab. The lab is equipped with hospital beds, exam tables, phlebotomy chairs and with the most current equipment and supplies necessary to simulate medical practice in a health care environment. Students will also experience medical site visits and participate in a 200 hour externship rotation.